



N O R T H E C

2000-2001

*OCCUPATIONAL OUTLOOK
& TRAINING DIRECTORY*

Del Norte • Lassen • Modoc • Plumas • Siskiyou • Tehama • Trinity Counties

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***DEL NORTE, LASSEN, MODOC, PLUMAS, SISKIYOU, TEHAMA & TRINITY COUNTIES
2000 - 2001***

A PRODUCT OF

The California Cooperative Occupational Information System

SPONSORED BY

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AREA PROFILE

Del Norte is the northernmost coastal county of California. The 1,003 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

The climate of Del Norte County is mild along the coast, becoming more severe inland. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July. Average annual rainfall in the Crescent City area is 70 inches.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing and hiking are important recreation activities along the rugged coastline, within the redwood forests, and along the Smith and Klamath Rivers of Del Norte County.

Earnings are generated by the Pelican Bay State Prison, tourism, and by exportation of agricultural products and fish. One of the county's major resources lies in the forest, which covers over 90 percent of the county's land area. Land uses for agricultural purposes are located in the Smith River Plain area in the northern part of the county and Klamath River Delta in the southern part of the county. Although the biggest share of the agricultural land is pastureland, ornamental plants and bulbs are the major dollar-volume agricultural products grown in the Smith River Plain. Livestock feed crops and livestock pastures are the major agricultural uses of the Klamath River Delta region.

The major transportation facilities in the region are U.S. Highway Route 101, State Route 199, and Crescent City harbor. A small airport is located in Crescent City with air service for freight and some passenger scheduling.

As of January 1, 2000, it is estimated that Del Norte's population is 28,000, an increase of 1.45% over the previous year's revised estimate of 27,600. This rate is slightly lower than California's population growth rate of 1.69% over 1999.

Lassen County was created from parts of Plumas and Shasta counties on April 1, 1864. Lying on the eastern slope of the Sierra Nevada Mountains, the county is located 280 miles northeast of San Francisco. It is primarily a mountainous region, extending from Lassen Volcanic National Park east to the Nevada boundary and north to Modoc County. The county seat and largest urban area in the county is Susanville.

The county is richly vested in natural resources, which support its primary dollar-volume activities of lumber production and recreation-tourism. The county's major manufacturing industry, lumber and wood products, employs nearly all of the county's manufacturing workers. Government is the largest employer in the county, accounting for about 50 percent of the total nonagricultural wage and salary employment in 1990. Trade, services, and manufacturing are the next three largest industry groups.

The transportation center of Lassen County is the Susanville district of the northwest portion of Honey Lake Basin. The north-south

route, U.S. 395, passes through the Honey Lake lowland. Connecting Susanville with Red Bluff in the Sacramento Valley to the west is State Highway 36.

Two routes, State Highways 44 and 139, lead from Susanville to the forest regions, which cover most of the western portion of the county.

The Southern Pacific Railroad serves the eastern part of the county, while the Western Pacific and Great Northern Railroads extend across the western portion to meet at Bieber. Several local logging railroads also serve the important lumber industry. In addition, there are airports in Susanville, Westwood, Bieber, Hurlong, and Spaulding.

Lassen County spreads across 2,910,080 acres of land. This area is largely part of the large volcanic plateau of northeast California. Minimum elevations are about 4,000 feet, and many peaks exceed 7,500 feet. Large parts of the county are included in Lassen, Plumas, Toiyabe, and Modoc National Forests. The southeastern portion contains the Honey Lake Plain, which is part of the Great Basin. The country's northwestern corner is drained by the west-flowing Pit River. The Susan River drains the southern part and flows east into the Honey Lake Basin. Although the surface is dry, the porous volcanic rock, which underlies most of the county, contains many underground water flows, which feed lakes and streams.

Lassen National Forest covers a wild, mountainous area of volcanic origin. A portion of Lassen Volcanic National Park lies in the southwest part of the county. Scattered throughout the region are many lakes and camping spots; the most popular of which is Eagle Lake, the second largest natural lake wholly in California.

As of January 1, 2000, it is estimated that Lassen County's population is 33,950, an increase of 1.65% over the previous year's revised estimate of 33,400. This rate is slightly lower than California's population growth rate of 1.69% over 1999.

Modoc County was created from the eastern section of Siskiyou County on February 17, 1874. Located in the northeast corner of California, it is a rectangular area of some 4,000 square miles. Modoc County's topography consists of forests, lake basins, mountain ranges, valleys, and volcanic deposits.

The principal economic resources of the county are its forests, agricultural lands, and recreation—tourism. The local economy is moderately seasonal in nature, with unemployment reaching a peak during winter months when inclement weather hampers outdoor activities.

The principal route through Modoc County is U.S. highway 395. This route passes through Alturas, the county seat and largest urban area in the county, and crosses the eastern part of the county, from north to south. Running east-west, State Highway 299 crosses U.S. Highway 395 at Alturas and turns southwest at Canby. From Canby, State Highway 139 takes travelers northwest to Tule Lake, a wildlife refuge near Lava Beds National Monument. The Southern Pacific and Great Northern Railroads serve the principal communities in the county and adjacent parts of Oregon and Nevada. Airports are in Alturas, Cederville, and Fort Bidwell.

Modoc County is composed of a series of mountain ranges and valleys in which elevations vary from a lowpoint of 4,300 feet, to 9,934 feet at Eagle Peak in the Warner Mountains. The western portion of the county is part of the Modoc Plateau, which has many volcanic deposits and lake basins. Near the eastern edge are the north-south Warner Mountain Range and Surprise Valley. Much of the county is included in the Modoc and Shasta National Forests.

The major river in Modoc County is the Pit River. Although the surface of much of its watershed is dry, the porous volcanic rocks hold water from the sparse rain and snowfall in channels, lakes, and springs. These make the flow of the Pit River more regular than that of any other river in the State. They also make it almost ideal for hydroelectric power generation.

Because much of Modoc County is national forest land, opportunities to hunt and fish are plentiful. The southern and eastern sections are particularly noted for deer hunting in the lowlands and marshes. Quail and pheasant are abundant. Clear Lake National Wildlife Refuge is in the northern part of the county. In addition, winter sports may be enjoyed at Cedar Pass.

As of January 1, 2000, it is estimated that Modoc County's population is 9,800, an increase of 1.04% over the previous year's revised estimate of 9,700. This rate is lower than California's population growth rate of 1.69% over 1999.

Located in northeastern California where the Cascade and Sierra Nevada Mountain Ranges meet, beautiful **Plumas County** extends over towering mountain peaks, timbered hills and fertile valleys. The county lies about 150 miles northeast of Sacramento and 80 miles west of Reno, Nevada. Two major highways traverse the county; Highway 70, running east-west, and Highway 89, running north-south.

Much of Plumas County is rugged, with steep mountainous terrain falling to narrow river canyons. Broad, rich mountain valleys are also characteristic. Elevation in the county reaches from 1,800 to over 8,000 feet.

An average annual precipitation of 40 inches keeps the county's many rivers, streams and fish-laden creeks filled with water throughout the year.

Winters are chilly but often sunny, with an annual average snowfall of 38 inches. January temperatures range from about 23 degrees Fahrenheit (F) to a high of about 45 degrees F. The days are warm or hot during the summer, with July temperatures varying from nighttime lows of about 43 degrees F to daytime highs of about 88 degrees F.

Almost 70 percent of Plumas County's 1,675,780 acres are publicly owned, chiefly under control of the U.S. Forest Service. The extensive national forests and other public lands are rich in minerals, wildlife, timber, and recreational opportunities that attract many tourists, especially during the summer and autumn months. The economy of the county is geared to the cutting, harvesting and finishing of lumber and other forest products and to the care and servicing of its many seasonal visitors.

As of January 1, 2000, it is estimated that Plumas County's population is 20,350, an increase of 0.25% over the previous year's revised estimate of 20,300. This rate is lower than California's population growth rate of 1.69% over 1999.

Siskiyou County, the middle one of the three most northerly California counties, extends 70 miles southward from the Oregon border and stretches 120 miles from east to west. The western half of the county is dominated by mountain peaks and canyons, and the eastern half by lava plateaus and mountain ranges. The moderate weather in Siskiyou County's central valleys affords a favorable climate for livestock, field and truck crops. Abundant winter snow attracts visitors who enjoy snow skiing and other snow sports, and also supplies ample irrigation water from the mountains and underground storage basins. The county's mountains are covered with dense stands of ponderosa and sugar pines, Douglas and white firs, and incense cedar. Scenic landscapes, a variety of game, numerous mountain lakes and streams, and many campsites, attract hunters, fishermen and campers.

Siskiyou County's rich natural resources support its primary dollar-volume producers, lumber, recreation, and tourism. The activity levels of these industries have a strong affect on the area's employment trends, although government agencies provide the largest number of jobs to area residents.

The county contains 4,038,843 acres, two-thirds of which is public land, predominantly in the Klamath National Forest. Interstate 5 and Highway 97 run north and south through the county, while State Highways 89 and 96 travel east and west. Railroads, bus lines, and numerous truck lines serve the area. Presently, there is no scheduled major airline service to the county.

As of January 1, 2000, it is estimated that Siskiyou County's population is 44,200, an increase of 0.57% over the previous year's revised estimate of 43,950. This rate is lower than California's population growth rate of 1.69% over 1999.

Situated in the northern part of the Sacramento Valley, **Tehama County** consists of a broad, low alluvial plain, bordered on the east by the Sierra Nevada and on the west by the Pacific Coast Mountain Ranges.

The Sacramento River divides the county, running from north to south. The water of the Sacramento River supports many agricultural activities. Rich Tehama bottomlands produce a large percentage of the State's almonds, walnuts, and prunes. Olives, peaches, strawberry plants and various grain crops are also grown in the favorable climate. With an abundance of good pasture and rangeland, Tehama County is a very important part of the cattle and sheep industry in northern California.

Red Bluff, the county seat located by Interstate 5, serves as a countywide trade area. A network of feeder roads link with Interstate 5, providing the county's manufacturing, agricultural and transportation industries with easy access to vital West Coast markets.

Tehama County, with its extremes in elevation (ranging from 170 to 8,083 feet) and its warm summers and mild winters, is ideal for the outdoor enthusiast. The county's foothills and highlands abound with deer and game birds, making them a delight for the hunter.

As of January 1, 2000, it is estimated that Tehama County's population is 56,200, an increase of 1.81% over the previous year's revised estimate of 55,200. This rate is slightly higher than California's population growth rate of 1.69% over 1999.

Trinity County, one of California's original counties established by the legislature of 1850, is nestled in the mountains of northwestern California. Elevation in the county ranges from its lowest point near Salyer at 600 feet, to its highest, 9,038 feet at Mt. Eddy.

Trinity County is a land of extremes, dominated by rugged mountains, small valleys and streams. The northeastern portion of the county is a vacationer's wonderland. The expanse of Trinity Lake (also known as Clair Eagle Lake) contrasts with tiny creeks and brooks throughout the county.

The county's forests support the lumber and wood processing industry and, because of its wildlife and recreation areas, tourism. These industries continue to be the county's largest moneymakers despite recent environmental concerns that reduced the level of timber harvesting.

As of January 1, 2000, it is estimated that Trinity County's population is 13,050, a decrease of 0.38% over the previous year's revised estimate of 13,100. This rate is lower than California's population growth rate of 1.69% over 1999.

Source: Employment Development Department/Labor Market Information Division

WHO ARE WE?

The Northern Rural Training & Employment Consortium (NoRTEC) is a Special District formed by a Joint Powers agreement between nine rural Northern California Counties (Butte, Del Norte, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties). NoRTEC is governed by a thirty-one member Workforce Investment Board and a nine-member Governing Board. NoRTEC administers federal and state job training funds, which are subcontracted by NoRTEC to local entities in the nine-county consortium for local service delivery.

MISSION STATEMENT

NoRTEC is in business to provide locally operated public employment programs. It is the intent of NoRTEC to:

- Encourage better use of resources through coordination and integration of goods and services.
- Make education, job training, and employment services universally available and accessible to all residents in the NoRTEC consortium counties.
- Assist partner staff in their efforts to continually improve the quality of local programs and services.
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of Butte County -- a member county of NoRTEC -- and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties. This year's report is comprehensive. You will find summaries of 60 occupations surveyed during the period from April – September of 1998, 1999, and 2000, respectively. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 35 sites that represent 58 counties throughout California. The local agencies, referred to as “local partners”, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and Economic Development Agencies. At the state level, the Employment Development Department provides technical and financial assistance to the Local Partners and administers the CCOIS under the advisement and policy guidelines of the California Occupational Information Coordinating Committee (COICC).

The *2000/2001 NoRTEC Occupational Outlook & Training Directory* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the new *Workforce Investment Act (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States.

The *Welfare to Work Act of 1997 (CalWORKs)* establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the NoRTEC populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 20 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 20 occupations surveyed.
- **Report Distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the Consortium, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2000/2001 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Most occupations surveyed in this report have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles. A few occupational definitions not identified with an OES code usually reflect an attempt to survey an occupation that the OES system either doesn't identify or doesn't define sufficiently. Because of the lack of OES projections data, these "Non-OES" occupational surveys sometimes lack the reliability of a standard OES occupational survey.

EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers are asked about education and training prerequisites. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by

State requirements from the most recent publication of the *California Professional & Business License Handbook, August 1999*.

Note: The new questionnaire for Program Years 1999 and 2000 asks for the level of education that the firm requires for the survey occupation. For occupations studied in 1999 and 2000, while minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe for occupations studied are as follows:

All: 100% of survey responses

Almost All: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. As skills are widely recognized as being

transferable in nature, employers' responses are supplemented--when appropriate--with skills from the Occupational Information Network (O*NET), a comprehensive database of worker attributes and job characteristics. O*NET is being developed as a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section.

WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80% and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication

of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.
- **Benefits:** This section presents the types of fringe benefits employers offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees.

EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

For occupations studied in 1998, the following terms are used to describe the difficulty in finding applicants:

Great Difficulty: Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

Some Difficulty: Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

Little Difficulty: Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

No Difficulty: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

For occupations studied in 1999 & 2000, the following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their most successful hiring methods.
- **Employer Responses:** Displays the number of useable surveys received from the employer community, and the total number of employees represented for the specific occupation.
- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in the NoRTEC area in 1998 and 1999, the following scale is used to measure occupational size:

Small	Less than 83
Medium	83 – 165
Large	166 – 359
Very Large	360 and above

For occupations studied in 2000, the following scale is used to measure occupational size:

Small	Less than 87
Medium	87 - 173
Large	174 - 376
Very Large	377 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Growth Trends:** This is an overview of projected new job growth rates in relation to the overall new job growth rate (7.7%) for the consortium. The following terms are applied to the occupational growth trends in the NoRTEC counties:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including 1.10 times average
Slower than average:	0.10 to but not including 0.90 times average
No Significant Change	-0.10 to but not including 0.10 times average
Slow Decline	less than -0.10 times average

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a percentage of the occupation's employment in specific

industries. These are industry staffing patterns generated by LMID.

OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.
- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher level position. If so, we seek the occupational titles to which they may be promoted.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of employees among firms responding to the survey.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover

percentages based on useable surveys—leaving judgements to the report reader as to their meaning.

- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.

***OCCUPATIONAL
SUMMARIES***

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EMPLOYER REQUIREMENTS

Education and Training: All recent hires possess at least a high school diploma or equivalent. Many indicate their new hires possess at least an associate's degree, and some report their recent hires hold a bachelor's degree.

Experience: Almost all employers usually or always require work-related experience. They tend to hire applicants with 12 months of prior experience in accounting, bookkeeping, data entry, or other billing experience.

Skills and Qualifications:

Business math skills
 Ability to use spreadsheet, word processing, and database
 Knowledge of computerized accounting system
 Budget analysis skills
 Verbal presentation skills
 Problem solving skills
 Willingness to work with close supervision
 Ability to work under pressure
 Customer service skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 23.97	\$8.79
New Hires, W/ Experience	\$5.75 - 26.37	\$12.50
After Three Years W/ Firm	\$6.00 - 33.56	\$15.56

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all Accountants & Auditors work full-time at an average of 40 hours per week. Some work part-time averaging 24 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	100%	13%
Dental Insurance	73%	13%
Vision Insurance	67%	13%
Life Insurance	73%	13%
Paid Sick Leave	73%	20%
Paid Vacation	87%	20%
Retirement Plan	73%	13%
Child Care	7%	7%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Accountants & Auditors**

Experienced applicants: Somewhat Competitive

Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 17 employers, representing 38 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 240 (Large)

Gender: Employers responding indicate 32% of workers are male, 68% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

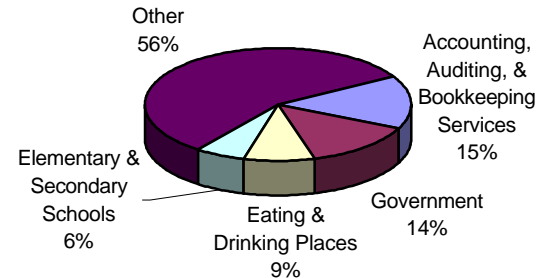
New jobs through 2002: 10

Separations to 2002: 30

Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 4.3%, which is growing slower than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Controller

Related DOT Code: 160.162-010, 160.162-018, 160.162-022, 160.162-026, 160.167-030, 160.167-034, 160.167-054

Promotional Opportunities: May be promoted to auditor, or management position

Turnover: Among employers surveyed, the rate is 10.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

ADMINISTRATIVE ASSISTANTS**OES 169167997**

Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

EMPLOYER REQUIREMENTS

Education and Training: All recent hires possess at least a high school diploma or equivalent. Many indicate their new hires possess at least an associate's degree. Some recent hires have earned a bachelor's degree. Some employers will usually or always accept training as a substitute for experience.

Experience: Almost all employers report they usually or always require work-related experience. Most responding firms required an average of 60 months of experience in clerical, bookkeeping, and human resource positions.

Skills and Qualifications:

Ability to use personal computers
 Knowledge of financial planning
 Knowledge of budget analysis work
 Ability to use a computer terminal
 Problem solving skills
 Willingness to work with close supervision
 Ability to work independently
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Word processing, spreadsheet, and database skills
 Able to use the Internet

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 11.99	\$6.66
New Hires, W/ Experience	\$7.50 - 15.80	\$8.85
After Three Years W/ Firm	\$8.00 - 19.12	\$11.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all Administrative Assistants work full-time at an average of 40 hours per week. Some work part-time averaging 22 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	92%	8%
Dental Insurance	69%	8%
Vision Insurance	54%	8%
Life Insurance	69%	8%
Paid Sick Leave	92%	8%
Paid Vacation	92%	8%
Retirement Plan	62%	8%
Child Care	8%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Administrative Assistants**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Size of Employment: Unavailable

Gender: Employers responding indicate 21% of workers are male, 79% are female.

Projections:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

New jobs through 2002: N/A

Separations to 2002: N/A

Total Openings: N/A

Growth Trends:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are

Real Estate Agents & Managers	33.4%
Engineering, Architectural & Surveying Services	13.3%
Individual & Family Social Services	13.3%
Title Insurance Agencies	6.7%
General Medical & Surgical Hospitals	6.7%
Elementary & Secondary Schools	6.7%
Child Day Care Services	6.7%
Executive & Legislative Offices Combined	6.6%
National Security	6.6%

OTHER INFORMATION:

Alternate Job Titles: Office Manager

Related DOT Code: 169.167-014

Promotional Opportunities: May be promoted to administrative analyst II, or to management position

Turnover: Among employers surveyed, the rate is 14.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

ADMINISTRATIVE SERVICES MANAGERS**OES 130140**

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

EMPLOYER REQUIREMENTS

Education and Training: All recent hires have earned at least a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some recent hires have earned a bachelor's degree.

Experience: Almost all employers report they usually or always require work-related experience. Many responding firms require an average of 24 months of experience in the occupation. Other acceptable experience was in business management, project management, and program administration.

Skills and Qualifications:

Business math skills
Office management skills
Supervisory skills
Ability to plan and organize the work of others
Ability to manage an activity or department
Willingness to work with close supervision
Ability to work under pressure
Ability to work independently
Public contact skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Word processing, spreadsheet, and database skills
Emerging skills include ability to use the Internet

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 17.74	\$11.00
New Hires, W/ Experience	\$9.00 - 28.77	\$13.50
After Three Years W/ Firm	\$11.00 - 32.13	\$16.93

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all Administrative Services Managers work full-time averaging 40 hours per week. A few work part-time at an average of 24 hours per week. Few work seasonally averaging 43 hours weekly.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	93%	14%
Dental Insurance	93%	14%
Vision Insurance	86%	14%
Life Insurance	71%	7%
Paid Sick Leave	100%	14%
Paid Vacation	100%	14%
Retirement Plan	82%	14%
Child Care	14%	7%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Administrative Services Manager**

Experienced applicants: Somewhat Competitive

Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 16 employers, representing 59 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 90 (Medium)

Gender: Employers responding indicate 27% of workers are male, 73% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002: 10

Separations to 2002: 10

Total Openings: 20

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are

Local Government	16.8%
Management Services	10.9%
Civil & Social Associations	8.9%
Amusement & Recreation Services	8.9%
Hospital & Medical Service Plans	7.9%
Social Services, Not Elsewhere Classified	7.9%
Job Training & Related Services	6.9%
Nursing & Personal Care Facilities	5.9%
Office & Clinics of Medical Doctors	4.0%
Other	21.9%

OTHER INFORMATION:

Alternate Job Titles: Director

Related DOT Code: 162.117-014, 163.167-026, 169.167-034, 188.117-122, 188.167-106, 189.167-022, 189.167-030

Promotional Opportunities: May be promoted to executive director, business consultant, area manager

Turnover: Among employers surveyed, the rate is 8.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

AMUSEMENT AND RECREATION ATTENDANTS**OES 680140**

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Some indicate they require or prefer technical training prior to hire. Employers expressing such training report this being in the form of certification as a lifeguard or California service license.

Experience: Many employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 12 months of cashiering or amusement and recreation experience.

Skills and Qualifications:

Ability to talk to others to effectively convey information
 Actively looks for ways to help people
 Able to control operations of equipment or systems
 Able to obtain and see to the proper use of equipment, facilities, and materials needed to do certain work
 Able to listen to what people are saying and ask questions appropriately
 Able to make change
 Possession of a valid driver's license
 Telephone answering skills
 Good physical condition
 Ability to stand for prolonged periods
 Willingness to work with close supervision
 Ability to work independently
 Ability to use mathematics to solve problems
 Ability to read and follow instructions
 Ability to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 9.00	\$6.13
New Hires, W/ Experience	\$5.75 - 9.77	\$7.00
After Three Years W/ Firm	\$6.25 - 10.93	\$8.00

Hours Worked: Most Amusement & Recreation Attendants work seasonally averaging 27 hours weekly. Some work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	16%	21%	5%
Dental Insurance	5%	11%	0%
Vision Insurance	0%	11%	0%
Life Insurance	11%	0%	0%
Sick Leave	37%	0%	0%
Vacation	47%	0%	0%
Retirement Plan	11%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Amusement & Recreation Attendants**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 19 employers, representing 123 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 280 - 340 (Large)

Gender: Employers responding indicate 50% of workers are male, 50% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

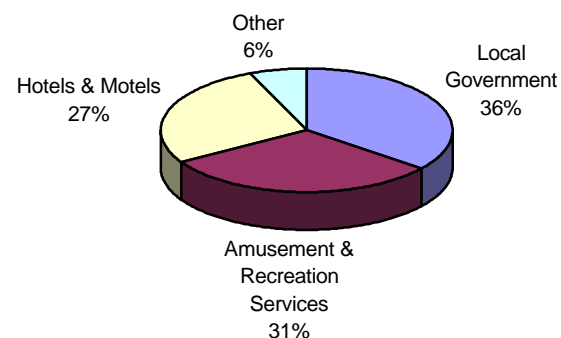
New jobs through 2004: 60

Separations to 2004: 50

Total Openings: 110

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Activities Director, Lifeguard, Golf Course Attendant, Bowling Alley Attendant, Lift Operator, Horse Riding Attendant, Cardroom Attendant, Park Aide, Hostess/Host

Related DOT Code: 195.367-030, 340.367-010, 341.665-010, 341.683-010, 343.467-010, 341.367-010, 341.677-010

Promotional Opportunities: May be promoted to assistant manager, supervisor, cashier, park & recreation specialist, park ranger, pro shop manager, or clerical position

Turnover: Among employers surveyed, the rate is 20.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require or prefer 6 - 24 months of technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. Most, however, will accept training as a substitute for experience. They tend to hire applicants with 12 - 36 months of experience as an auto mechanic.

Skills and Qualifications:

Able to repair machines or systems using the needed tools
 Able to determine what is causing an operating error and deciding how to handle it
 Able to identify the nature of problems
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to install equipment, machines, wiring, or programs to meet specifications
 Able to determine the kind of tools and equipment needed to do a job
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Certified in Auto Service Excellence (ASE)
 Possession of a valid driver's license
 Able to work independently
 Emerging skills place an emphasis on computers and airbrakes

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 9.00	\$7.19
New Hires, W/ Experience	\$5.75 - 14.00	\$9.50
After Three Years W/ Firm	\$8.10 - 16.78	\$13.60

Hours Worked: Almost all Automotive Mechanics work full-time at an average of 41 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	27%	7%
Dental Insurance	33%	20%	0%
Vision Insurance	33%	0%	0%
Life Insurance	27%	20%	0%
Sick Leave	40%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	40%	13%	0%
Child Care	7%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Mechanics**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 390 - 430 (Very Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

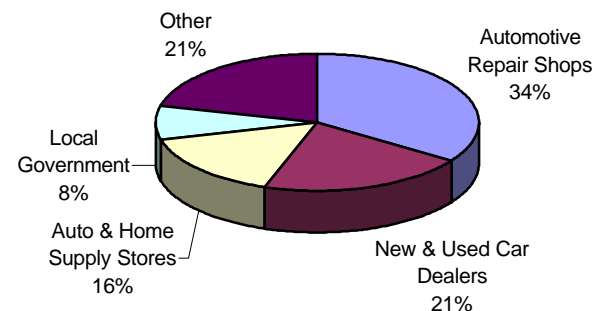
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	70
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 10.3%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Automotive Technician, Sales and Service, Technician, Mechanic, Lead Mechanic

Related DOT Code: 620.261-010, 620.261-012, 620.281-026, 620.281-038, 620.281-046, 620.281-062, 620.281-066

Promotional Opportunities: May be promoted to foreman, lead technician, assistant manager, or manager

Turnover: Among employers surveyed, the rate is 14.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

BAKERS -- BREAD AND PASTRY**OES 650210**

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require at least a high school diploma or equivalent.

Experience: Many employers surveyed report they require of prefer experience. The average length of experience required in the occupation is 5 months. All employers surveyed are willing to accept training as a substitute for experience. The average length of training needed to substitute for training is 5 months.

Skills and Qualifications:

Pastry making and decorating skills
Basic math skills
Knowledge of baking equipment
Ability to stand continuously for 2 or more hours
Ability to lift at least 25 pounds repeatedly
Ability to read and follow instructions

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.90	\$6.00
New Hires, W/ Experience	\$5.75 - 7.50	\$6.50
After Three Years W/ Firm	\$6.00 - 10.02	\$7.75

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week. Many employers offer part-time hours averaging 25 per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	6%	6%
Dental Insurance	19%	6%	6%
Vision Insurance	19%	6%	6%
Life Insurance	25%	13%	0%
Sick Leave	25%	6%	0%
Vacation	38%	6%	0%
Retirement Plan	13%	13%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Bakers -- Bread & Pastry**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employer Responses: 16 employers, representing 46 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 70 - 80 (Small)

Gender: Employers responding indicate 33% of workers are male, 67% are female.

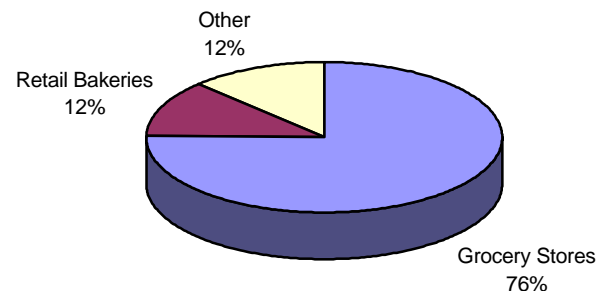
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 14.3%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

Promotional Opportunities: May be promoted to bakery manager

Turnover: Among employers surveyed, the rate is 34.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

BILLING, COST, AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, does not include workers who calculate charges for passenger transportation.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. A few have earned an associate's degree.

Experience: Almost all firms responding required approximately 6 months of experience as a billing, cost, and rate clerk. Employers report that related experience in bookkeeping, accounting, and other clerical positions are acceptable. Most firms will accept training as a substitute for experience.

Skills and Qualifications:

Data entry skills
 Ability to operate a 10-key adding machine by touch
 Ability to follow billing procedures
 Bookkeeping skills
 Willingness to work with close supervision
 Ability to work independently
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills
 Word processing and spreadsheet skills
 Time management skills
 Emerging skill includes ability to use the Internet

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 11.02	\$6.58
New Hires, W/ Experience	\$6.50 - 11.02	\$8.00
After Three Years W/ Firm	\$8.00 - 14.50	\$10.50

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all Billing, Cost & Rate Clerks work full-time at an average of 39 hours per week. Some work part-time averaging 23 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	85%	15%
Dental Insurance	80%	20%
Vision Insurance	50%	15%
Life Insurance	45%	10%
Paid Sick Leave	80%	20%
Paid Vacation	100%	20%
Retirement Plan	60%	10%
Child Care	5%	5%

*Percentage is based on 20 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Billing, Cost & Rate Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfers.

Employer Responses: 20 employers, representing 60 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 170 -- Large

Gender: Employers responding indicate 0% of workers are male, 100% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	40
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 6.3%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Where The Jobs Are

Offices & Clinics of Medical Doctors	23.5%
General Medical & Surgical Hospitals	20.6%
Help Supply Services	7.1%
Canned Fruits & Vegetables	5.9%
Accounting, Auditing & Bookkeeping Services	5.3%
Local Government	4.7%
Offices & Clinics of Dentists	4.1%
Other	28.8%

OTHER INFORMATION:

Alternate Job Titles: Financial Coordinator

Related DOT Code: 214.362-022, 214.362-026, 214.362-038, 214.362-042, 214.387-010, 216.382-034, 214.387-014

Promotional Opportunities: May be promoted to division director, or other administrative positions

Turnover: Among employers surveyed, the rate is 18.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This often takes the form of bookkeeping, business math, payroll processing, computer, or accounting classes.

Experience: All employers surveyed report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior bookkeeping, accounting, or auditing clerk experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Know how to find information and identifying essential information
 Able to find ways to structure or classify multiple pieces of information
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing
 Able to conduct an audit
 Able to perform routine, repetitive work
 Able to use spreadsheet, work processing, and database software
 Able to pay attention to detail
 Telephone answering skills
 Public contact skills/oral communication skills
 Able to work independently
 Willing to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.92	\$8.00
New Hires, W/ Experience	\$7.50 - 12.04	\$9.00
After Three Years W/ Firm	\$8.50 - 13.95	\$10.00

Hours Worked: Almost all Bookkeepers, Accounting & Auditing Clerks work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	13%	0%
Dental Insurance	63%	0%	0%
Vision Insurance	50%	0%	0%
Life Insurance	63%	0%	6%
Sick Leave	75%	0%	0%
Vacation	69%	0%	0%
Retirement Plan	44%	25%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Bookkeepers, Accounting, & Auditing Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspapers ads, current employee referrals, and walk-in applicants.

Employer Responses: 16 employers, representing 34 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 810 - 810 (Very Large)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	0
<u>Separations to 2004:</u>	90
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 0%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Government	15.1%
Educational Services	8.4%
Food Stores	8.1%
Lumber & Wood Products	6.2%
Auto Dealers & Gasoline Service Stations	5.7%
Health Services	4.4%
Accounting, Auditing, & Bookkeeping	3.3%
Eating & Drinking Places	2.6%
Drug Stores & Proprietary Stores	2.0%
Hotels & Motels	1.8%
Amusement & Recreation Services	1.6%
Residential Building Construction	1.4%
Real Estate Agents & Managers	1.4%
Auto Repair Shops	1.4%
Other	36.6%

OTHER INFORMATION:

Alternate Job Titles: Administrative Assistant, Accounts Receivable & Payable Specialist, Office Assistant

Related DOT Code: 210.380-046, 216.482-010, 216.382-022, 210.362-010, 210.382-014, 210.382-010, 210.382-010

Promotional Opportunities: May be promoted to assistant manager, office manager, fiscal assistant, chief fiscal officer, bookkeeping supervisor, or grants analyst

Turnover: Among employers surveyed, the rate is 17.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

BUS DRIVER -- SCHOOL**OES 971110**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

Education and Training: All recent new hires possess a high school diploma or equivalent.

Experience: Most responding firms required an average of 24 months of experience as a school bus driver. Previous experience in commercial bus driving is acceptable as a substitute for experience as a school bus driver. Almost all firms are willing to substitute training in lieu of experience in this occupation.

Skills and Qualifications:

Ability to administer emergency first aid
 Ability to perform Cardio Pulmonary Resuscitation
 Map reading skills
 Automotive maintenance and minor repair skills
 Possession of a valid Class B driver's license
 Willingness to work with close supervision
 Ability to handle crisis situations
 Ability to work under pressure
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Commercial driver's license from the state of residence

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$7.88 - 11.54	\$8.95 - 11.89	\$9.30	\$9.51
New Hires, W/ Experience	\$8.01 - 11.54	\$9.00 - 11.89	\$9.60	\$10.00
After Three Years W/ Firm	\$9.82 - 11.54	\$10.00 - 12.43	\$10.30	\$10.33

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most School Bus Drivers work part-time at an average of 20 hours per week. Many work full-time averaging 39 hours weekly. Some work temporary or on call averaging 8 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	76%	59%
Dental Insurance	65%	47%
Vision Insurance	71%	53%
Life Insurance	24%	29%
Paid Sick Leave	71%	65%
Paid Vacation	71%	65%
Retirement Plan	65%	47%
Child Care	0%	0%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **School Bus Drivers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 18 employers, representing 92 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 300 -- Large

Gender: Employers responding indicate 35% of workers are male, 65% are female.

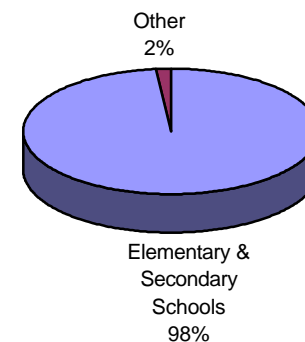
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	30
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 913.463-010

Promotional Opportunities: May be promoted to lead bus driver, trainer, or transportation superintendent positions

Turnover: Among employers surveyed, the rate is 7.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Most employers surveyed report their employees are unionized.

COMPUTER AIDED DESIGN (CAD) TECHNICIANS**OES 003362999**

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires have earned a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. Some have earned either an associate's degree or a bachelor's degree.

Experience: Many responding firms require an average of 24 months of experience in this occupation. Acceptable related experience includes engineering and technical drafting. Most firms are willing to substitute training in lieu of experience.

Skills and Qualifications:

Knowledge of trigonometry
 Ability to work from engineering sketches
 Knowledge of software applications
 Ability to read blueprints
 Ability to use geometric dimensioning and tolerancing techniques
 Computer Integrated Manufacturing (CIM)
 Computer Aided Design (CAD) skills
 Willingness to work with close supervision
 Ability to concentrate for long periods of time
 Good vision
 Ability to work independently
 Ability to read and follow instructions
 Word processing, spreadsheet, and database skills
 Emerging skills include geographic information query and analysis, land survey resolutions, and additional CAD drawing skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 19.80	\$9.50
New Hires, W/ Experience	\$8.00 - 21.83	\$12.00
After Three Years W/ Firm	\$10.00 - 26.53	\$15.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all responding firms offered full-time employment averaging 40 hours per week. Some responding firms offered part-time employment averaging 24 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	67%	0%
Dental Insurance	44%	0%
Vision Insurance	22%	0%
Life Insurance	44%	0%
Paid Sick Leave	78%	0%
Paid Vacation	89%	0%
Retirement Plan	56%	0%
Child Care	0%	0%

*Percentage is based on 13 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **CAD Technicians**
 Experienced applicants: Somewhat Competitive
 Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, the Employment Development Department, and current employee referrals.

Employer Responses: 13 employers, representing 26 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Size of Employment: Unavailable

Gender: Employers responding indicate 88% of workers are male, 12% are female.

Projections:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

New jobs through 2002: N/A

Separations to 2002: N/A

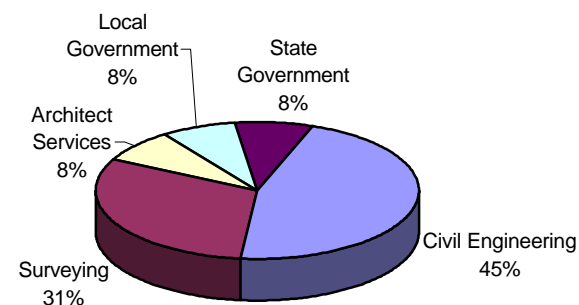
Total Openings: N/A

Growth Trends:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Engineering Technician

Related DOT Code: 001.261-010, 005.281-014, 017.261-026, 017.281-018

Promotional Opportunities: May be promoted to planner I and II positions, or managerial positions

Turnover: Among employers surveyed, the rate is 3.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CASHIERS**OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. No employer surveyed indicates a requirement or preference for technical or vocational training prior to hire. Almost all, however, express they will accept training as a substitute for work experience.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of cash handling experience.

Skills and Qualifications:

Record keeping skills
Cash handling skills
Grocery checking skills
Able to follow check cashing procedures
Able to operate a cash register
Able to stand continuously for 2 or more hours
Basic math skills
Able to actively look for ways to help people
Able to talk to others to effectively convey information
Able to be aware of others' reactions and understand why they react the way they do
Able to listen to what others are saying and ask questions appropriately
Willingness to work with close supervision
Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$5.88
New Hires, W/ Experience	\$5.75 - 7.00	\$6.50
After Three Years W/ Firm	\$6.25 - 9.00	\$7.50

Hours Worked: Many Cashiers work part-time averaging 26 hours per week. Many work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	20%	20%	0%
Vision Insurance	33%	7%	0%
Life Insurance	33%	13%	0%
Sick Leave	40%	0%	0%
Vacation	67%	0%	0%
Retirement Plan	33%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Cashiers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employer Responses: 15 employers, representing 278 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 2,240 - 2,550 (Very Large)

Gender: Employers responding indicate 17% of workers are male, 83% are female.

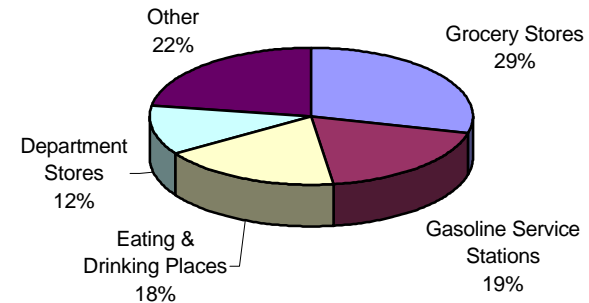
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	310
<u>Separations to 2004:</u>	830
Total Openings:	1,140

Growth Trends: The new job growth rate for this occupation is 13.8%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Checkers, Sales Associates

Related DOT Code: 211.362-010, 211.462-010, 211.462-014, 211.462-034, 211.467-010, 211.467-034, 249.467-010

Promotional Opportunities: May be promoted to assistant manager, manager, department head, service manager, payroll administrator, or new accounts position

Turnover: Among employers surveyed, the rate is 51.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to hiring an applicant for this occupation. A few indicate they require an associate's degree. Some indicate they require technical or vocational training prior to hire. This typically takes the form of 12 units of early childhood education.

Experience: Most employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 24 months of experience as a child care worker, teacher's aide, or other child-related experience.

Skills and Qualifications:

Oral Communication skills
 Knowledge of early childhood development
 Musical skills
 Ability to administer first aid
 Possession of an Early Childhood Development Certificate
 Ability to write effectively and legibly
 Able to listen to what others are saying and ask appropriate questions
 Able to stand continuously for 2 or more hours
 Able to understand a variety of cultures
 Able to handle crisis situations
 Possession of a clean police record
 Able to exercise patience
 Able to work independently
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$5.75
New Hires, W/ Experience	\$5.75 - 8.00	\$6.50
After Three Years W/ Firm	\$5.75 - 10.50	\$8.50

Hours Worked: Many Child Care Workers work full-time at an average of 40 hours per week. Many work part-time averaging 22 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	24%	12%	0%
Dental Insurance	24%	6%	0%
Vision Insurance	18%	6%	0%
Life Insurance	6%	6%	0%
Sick Leave	35%	0%	0%
Vacation	35%	0%	0%
Retirement Plan	12%	6%	0%
Child Care	12%	6%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Child Care Workers**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 17 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 120 - 130 (Medium)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

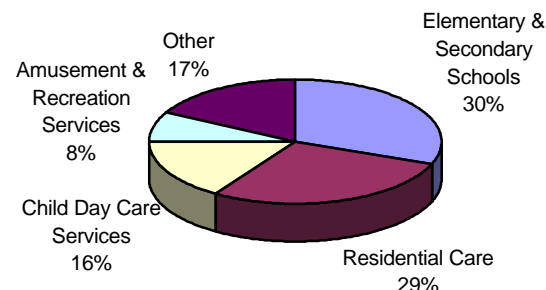
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	10
<u>Separations to 2004:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Child Care Aides, Child Care Provider, Child Care Teacher, Child Sitter, Child Care Giver

Related DOT Code: 355.674-010, 359.677-010, 359.677-018, 359.677-026

Promotional Opportunities: May be promoted to program coordinator, director, head teacher, or assistant director

Turnover: Among employers surveyed, the rate is 13.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

COMPUTER SUPPORT SPECIALISTS**OES 251040**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to hiring an applicant for this occupation. Many indicate they require or prefer vocational or technical training prior to hire. This may be in the form of college classes, trade school courses, or other computer workshops.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 36 months of computer related experience.

Skills and Qualifications:

Able to utilize good teaching techniques
 Able to communicate technical information to non-technical staff
 Able to communicate with computer literate staff
 Able to analyze needs and product requirements to create a design
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the cause of an operating error and resolve problem
 Able to use logic and analysis to identify the strengths and weaknesses of various approaches
 Knowledge of how to find information and identify essential information
 Knowledge of word processing, database, and spreadsheet software
 Able to keep abreast of technological changes
 Knowledge of networks and the Internet
 Able to write effectively and legibly
 Able to understand written sentences and paragraphs in work documents

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$13.00 - 15.59	\$14.25 - 14.25	\$14.30	\$14.25
New Hires, W/ Experience	\$5.75 - 16.78	\$8.17 - 15.71	\$13.13	\$12.81
After Three Years W/ Firm	\$8.00 - 19.90	\$9.01 - 17.31	\$14.75	\$13.57

Hours Worked: Almost all Computer Support Specialists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	65%	12%	6%
Dental Insurance	65%	12%	6%
Vision Insurance	65%	12%	6%
Life Insurance	59%	6%	6%
Sick Leave	82%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	59%	18%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Computer Support Specialists**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 17 employers, representing 55 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 90 - 170 (Medium)

Gender: Employers responding indicate 60% of workers are male, 40% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 80

Separations to 2004: 10

Total Openings: 90

Growth Trends: The new job growth rate for this occupation is 88.9%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are

Telephone Communications	27.5%
Computer & Data Processing Services	10.6%
Local Government	10.6%
Commercial Banks	8.5%
Hospitals	7.7%
Colleges & Universities	5.6%
Local & Suburban Transportation	4.2%
Elementary & Secondary Schools	3.5%
Other	21.8%

OTHER INFORMATION:

Alternate Job Titles: Computer Technician, Information Systems Technician, Internet Support Specialist, Technical Support Analyst, Technical Assistant, Network Administrator

Related DOT Code: 032.132-010, 032.262-010, 039.264-010

Promotional Opportunities: May be promoted to computer programmer, systems analyst, systems or network administrator, or supervisor.

Turnover: Among employers surveyed, the rate is 12.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

COOKS -- SPECIALTY FAST FOOD**OES 650320**

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

EMPLOYER REQUIREMENTS

Education and Training: Almost all new hires have earned a high school diploma or equivalent.

Experience: Most responding firms required an average of 3 months experience in this occupation. Related experience includes food preparation and line cook experience. Almost all firms are willing to accept training as a substitute for experience.

Skills and Qualifications:

Food preparation skills
Willingness to work with close supervision
Ability to work under pressure
Ability to work independently
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.00	\$5.75
New Hires, W/ Experience	\$5.75 - 8.00	\$5.95
After Three Years W/ Firm	\$5.75 - 9.00	\$6.50

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most responding firms offered full-time employment averaging 39 hour per week. Almost all firms offered part-time employment averaging 25 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	100%	0%
Dental Insurance	67%	0%
Vision Insurance	33%	0%
Life Insurance	33%	0%
Paid Sick Leave	0%	33%
Paid Vacation	67%	33%
Retirement Plan	0%	0%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Specialty Fast Food Cooks**

Experienced applicants: Somewhat Competitive

Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, in-house promotion or transfer, and newspaper ads.

Employer Responses: 16 employers, representing 249 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 510 -- Very Large

Gender: Employers responding indicate 41% of workers are male, 59% are female.

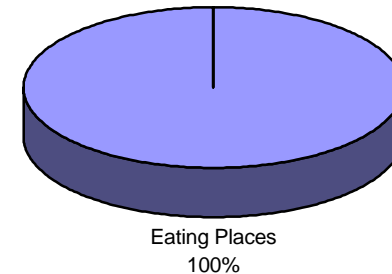
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	40
<u>Separations to 2002:</u>	100
Total Openings:	140

Growth Trends: The new job growth rate for this occupation is 8.5%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 313.361-026, 313.374-010, 313.381-014

Promotional Opportunities: May be promoted to supervisory or management positions

Turnover: Among employers surveyed, the rate is 22.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

COMPUTER SUPPORT SPECIALISTS**OES 251040**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to hiring an applicant for this occupation. Many indicate they require or prefer vocational or technical training prior to hire. This may be in the form of college classes, trade school courses, or other computer workshops.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 36 months of computer related experience.

Skills and Qualifications:

Able to utilize good teaching techniques
 Able to communicate technical information to non-technical staff
 Able to communicate with computer literate staff
 Able to analyze needs and product requirements to create a design
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the cause of an operating error and resolve problem
 Able to use logic and analysis to identify the strengths and weaknesses of various approaches
 Knowledge of how to find information and identify essential information
 Knowledge of word processing, database, and spreadsheet software
 Able to keep abreast of technological changes
 Knowledge of networks and the Internet
 Able to write effectively and legibly
 Able to understand written sentences and paragraphs in work documents

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$13.00 - 15.59	\$14.25 - 14.25	\$14.30	\$14.25
New Hires, W/ Experience	\$5.75 - 16.78	\$8.17 - 15.71	\$13.13	\$12.81
After Three Years W/ Firm	\$8.00 - 19.90	\$9.01 - 17.31	\$14.75	\$13.57

Hours Worked: Almost all Computer Support Specialists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	65%	12%	6%
Dental Insurance	65%	12%	6%
Vision Insurance	65%	12%	6%
Life Insurance	59%	6%	6%
Sick Leave	82%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	59%	18%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Utility Customer Service Representatives**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 11 employers, representing 34 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 50 -- Small

Gender: Employers responding indicate 32% of workers are male, 68% are female.

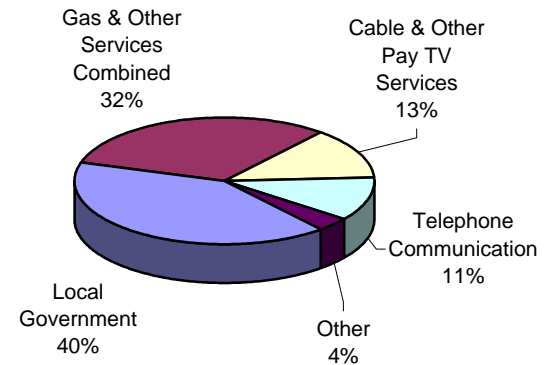
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	0
<u>Separations to 2002:</u>	10
Total Openings:	10

Growth Trends: The new job growth rate for this occupation is 0%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 239.362-014, 239.367-034

Promotional Opportunities: May be promoted to customer service representatives II & III, or administrative assistant.

Turnover: Among employers surveyed, the rate is 5.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

DENTAL ASSISTANTS**OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. To become a registered dental assistant, the state requires candidates to graduate from a Board-approved dental assistant program, or 18 months of on-the-job training as a dental assistant for a California-licensed dentist.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience as a dental assistant.

Skills and Qualifications:

Able to adjust actions in relation to others' actions
 Able to listen to what others are saying and ask questions appropriately
 Able to talk to others to effectively convey information
 Able to do ultrasonic scaling
 Able to complete and explain insurance forms
 Able to perform or assist with dental procedures
 Able to follow billing procedures
 Possession of a Radiation Safety Certificate
 Possession of a Registered Dental Assistant (RDA) Certificate
 Able to write effectively and legibly
 Good grooming skills
 Willingness to work with close supervision
 Public contact skills
 Able to follow oral instructions
 Knowledge of dental materials

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.00	\$6.50
New Hires, W/ Experience	\$7.00 - 12.00	\$9.00
After Three Years W/ Firm	\$9.00 - 15.00	\$11.83

Hours Worked: Most Dental Assistants work full-time averaging between 32 - 39 hours per week. Some work part-time averaging 28 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	17%	6%
Dental Insurance	50%	11%	6%
Vision Insurance	11%	6%	6%
Life Insurance	0%	6%	6%
Sick Leave	33%	11%	0%
Vacation	67%	0%	0%
Retirement Plan	22%	6%	0%
Child Care	0%	0%	6%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Dental Assistants**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and school or program referrals.

Employer Responses: 18 employers, representing 55 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 160 - 180 (Medium/Large)

Gender: Employers responding indicate 4% of workers are male, 96% are female.

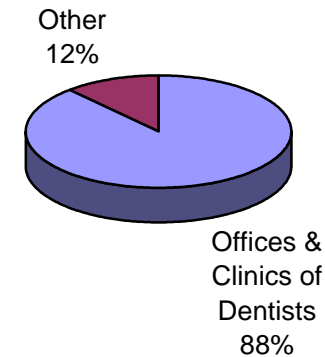
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Registered Dental Assistant, Chairside Dental Assistant

Related DOT Code: 079.361-018

Promotional Opportunities: May be promoted to registered dental assistant, dental receptionist

Turnover: Among employers surveyed, the rate is 14.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

Education and Training: Many recent hires possess an associate's degree. Some have earned a bachelor's degree. It is required by the state of California that candidates for hire graduate from a board-approved dental hygiene program. Dental hygienists must be licensed by the state.

Experience: Firms requiring experience in the occupation hired employees with an average of 18 months experience. Most responding firms indicate they are willing to accept training as a substitute for experience in this occupation.

Skills and Qualifications:

Ability to follow laboratory procedures
 Ability to perform or assist with dental procedures
 Understanding of good diet and nutrition
 Supervisory skills
 Ability to write effectively
 Record keeping skills
 Knowledge of anesthesiology
 Willingness to work with close supervision
 Public contact skills
 Ability to work independently
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 32.00	\$22.50
New Hires, W/ Experience	\$8.00 - 40.00	\$28.00
After Three Years W/ Firm	\$9.00 - 40.00	\$30.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: A few responding firms offer full-time employment averaging 36 hours per week. Almost all employers offer part-time employment averaging 19 hours per week. Flexible scheduling is a distinctive feature of this occupation.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	45%	9%
Dental Insurance	64%	27%
Vision Insurance	9%	9%
Life Insurance	9%	0%
Paid Sick Leave	36%	27%
Paid Vacation	64%	27%
Retirement Plan	73%	9%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Dental Hygienists**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 16 employers, representing 32 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 90 -- Medium

Gender: Employers responding indicate 6% of workers are male, 94% are female.

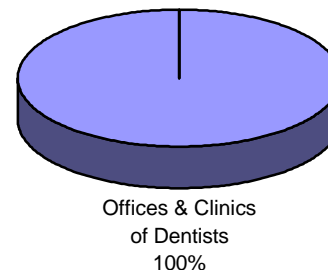
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 078.361-010

Promotional Opportunities: Information Unavailable

Turnover: Among employers surveyed, the rate is 9.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DRIVER/SALES WORKERS**OES 971170**

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

EMPLOYER REQUIREMENTS

Education and Training: Among employers responding, all recent hires possess a high school diploma or equivalent. A few have been engaged in college course work without having earned a degree.

Experience: Responding firms required an average of 6 months experience in this occupation. Acceptable experience includes outside sales and delivery driving. Few firms are willing to accept training as a substitute for experience.

Skills and Qualifications:

Business math skills
 Ability to read invoices
 Understanding of inventory techniques
 Automotive maintenance and minor repair skills
 Possession of a valid Class B driver's license
 Possession of a valid Class A driver's license
 Bondable
 Willingness to work with close supervision
 Ability to pass a pre-employment medical examination
 Ability to lift at least 50 pounds repeatedly
 Possession of a good Department of Motor Vehicles record
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.00	\$6.50
New Hires, W/ Experience	\$5.75 - 11.00	\$8.25
After Three Years W/ Firm	\$5.75 - 12.66	\$10.25

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all responding firms offer full-time employment averaging 39 hours per week. Some responding firms offer part-time employment averaging 22 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	93%	7%
Dental Insurance	64%	7%
Vision Insurance	43%	7%
Life Insurance	50%	7%
Paid Sick Leave	43%	7%
Paid Vacation	93%	7%
Retirement Plan	43%	7%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Driver/Sales Workers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 16 employers, representing 49 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 90 -- Medium

Gender: Employers responding indicate 80% of workers are male, 20% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are

Eating Places	33.0%
Groceries & Related Products, NEC	15.4%
Beer & Ale	13.2%
Petroleum Products, NEC	8.8%
Dairy Products, exc. Dried or Canned	7.7%
Fresh Fruits & Vegetables	6.6%
Other	12.6%

Note: The term "NEC indicates "Not Elsewhere Classified"

OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 292.353-010, 292.363-010, 292.463-010, 292.483-010, 292.667-010, 919.683-022, 919.683-030

Promotional Opportunities: May be promoted to supervisory or managerial positions

Turnover: Among employers surveyed, the rate is 20.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

EDUCATION ADMINISTRATORS**OES 150050**

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a bachelor's degree prior to hiring in this occupation. Many indicate they require graduate study.

Experience: Almost all employers surveyed report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 25 months. Some employers will accept training as a substitute for experience in this occupation. The average length of training needed in lieu of experience is 16 months.

Skills and Qualifications:

Leadership
Oral and written communications
Budget analysis
Counseling techniques
Plan/organize education and training programs
Work nights, weekends, and holidays
Deal effectively with difficult individuals

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$21.31 - 29.88	\$27.60
New Hires, W/ Experience	\$12.50 - 38.07	\$28.45
After Three Years W/ Firm	\$14.42 - 46.10	\$31.36

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All employers surveyed offer full-time employment in the occupation averaging 40 hours per week. A few offer part-time employment averaging 25 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	86%	10%	0%
Dental Insurance	76%	14%	5%
Vision Insurance	76%	10%	0%
Life Insurance	71%	10%	0%
Sick Leave	90%	0%	0%
Vacation	67%	5%	0%
Retirement Plan	43%	29%	5%
Child Care	0%	0%	5%

*Percentage is based on 21 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Education Administrators**

Experienced applicants: Moderately Difficult

Inexperienced applicants: Moderately Difficult

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and colleges & universities.

Employer Responses: 21 employers, representing 56 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 190 - 200 (Large)

Gender: Employers responding indicate 54% of workers are male, 46% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

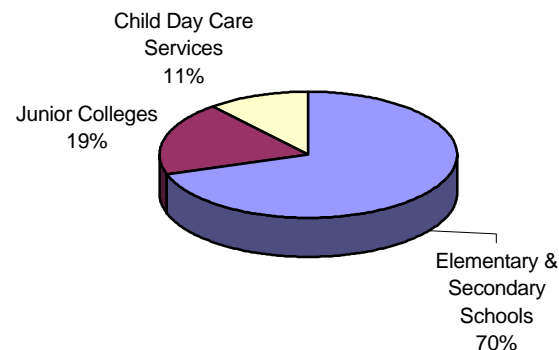
New jobs through 2002: 10

Separations to 2002: 40

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 5.3%, which is growing slower than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Principal, Superintendent

Related DOT Code: 090.117-010, 090.117-018, 090.117-030, 090.167-010, 090.167-014, 099.117-018, 099.117-010

Promotional Opportunities: May be promoted to superintendent or other district position

Turnover: Among employers surveyed, the rate is 19.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

FINANCIAL MANAGERS**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least an associate's degree prior to hire. Most require a bachelor's degree, while a few require graduate study.

Experience: Almost all employers surveyed report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 39 months. Few employers will accept training as a substitute for experience. The average length of training needed as a substitute for experience is 14 months.

Skills and Qualifications:

Business math
Cost accounting
Report writing
Regulations affecting financial institutions
Statistical analysis techniques
Operate computers with accounting applications
Interpret actuarial and probability of loss tables

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$16.83 - 20.00	\$18.42
New Hires, W/ Experience	\$15.00 - 38.36	\$21.82
After Three Years W/ Firm	\$16.67 - 45.55	\$24.18

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week. A few employers offer part-time hours averaging 24 per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	33%	0%
Dental Insurance	50%	28%	6%
Vision Insurance	44%	22%	11%
Life Insurance	67%	17%	0%
Sick Leave	72%	6%	0%
Vacation	72%	6%	0%
Retirement Plan	50%	33%	0%
Child Care	0%	6%	11%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Financial Managers**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and private employment agencies.

Employer Responses: 18 employers, representing 18 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 280 - 310 (Large)

Gender: Employers responding indicate 78% of workers are male, 22% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

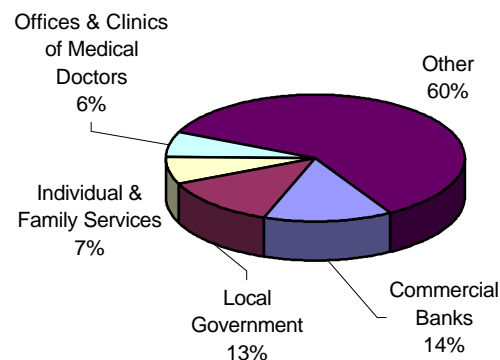
New jobs through 2002: 30

Separations to 2002: 40

Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 10.7%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Chief Financial Officer

Related DOT Code: 160.167-058, 161.117-018, 186.117-070, 186.117-078, 186.167-054, 186.167-086, 189.117-038

Promotional Opportunities: Promotional opportunities exist in various managerial positions

Turnover: Among employers surveyed, the rate is 38.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

FOOD SERVICE MANAGERS**OES 150261**

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization of department that serves food and/or beverages. Includes Food and Beverage Directors.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational or technical training prior to hiring an applicant for this occupation. Some employers, however, report they will accept training as a substitute for work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 24 months of catering, restaurant, or other food service experience.

Skills and Qualifications:

Able to maintain financial records
 Able to manage an activity or department
 Able to plan and organize the work of others
 Able to follow purchasing procedures
 Record keeping skills
 Understanding of inventory techniques
 Able to hire and assign personnel
 Food preparation skills
 Able to write effectively and legibly
 Problem solving skills
 Public contact skills/customer service skills
 Able to work under pressure
 Willingness to work with close supervision
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.95 - 10.00	\$7.98
New Hires, W/ Experience	\$6.50 - 13.00	\$8.50
After Three Years W/ Firm	\$8.50 - 16.00	\$11.00

Hours Worked: Most Food Service Managers work full-time averaging 39 hours per week. Some work seasonally averaging 30 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	20%	0%
Dental Insurance	13%	13%	0%
Vision Insurance	13%	7%	0%
Life Insurance	33%	20%	0%
Sick Leave	53%	7%	0%
Vacation	60%	7%	0%
Retirement Plan	20%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Food Service Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 180 - 210 (Large)

Gender: Employers responding indicate 46% of workers are male, 54% are female.

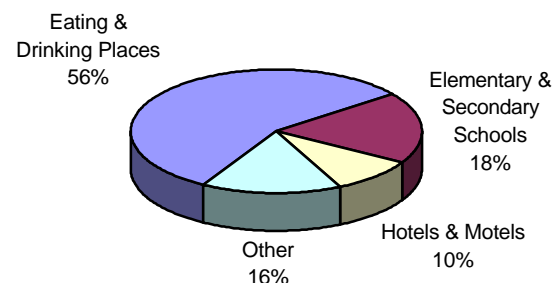
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	30
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Restaurant Manager, Kitchen Manager

Related DOT Code: 185.137-010, 187.117-038, 187.167-026, 187.167-106, 187.167-210

Promotional Opportunities: May be promoted to district manager, district supervisor

Turnover: Among employers surveyed, the rate is 20.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

GENERAL MANAGERS AND TOP EXECUTIVES**OES 190050**

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess at least a high school degree or equivalent. Many new hires have earned a bachelor's or associate's degree. Some have been engaged in college course work without having earned a degree.

Experience: Many responding firms require an average of 24 months experience in managerial and supervisory positions. Many firms are willing to substitute training in lieu of work experience.

Skills and Qualifications:

Knowledge of business math
 Leadership skills
 Performance appraisal skills
 Ability to analyze data to solve problems
 Knowledge of economic principles and financial planning
 Oral communication skills
 Ability to work independently
 Ability to motivate others
 Ability to plan and organize the work of others
 Ability to work under pressure

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 35.96	\$12.50
New Hires, W/ Experience	\$6.50 - 43.14	\$14.38
After Three Years W/ Firm	\$8.00 - 55.14	\$15.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all firms responding offer full-time employment averaging 40 hours per week. A few firms offer part-time employment averaging 30 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	100%	6%
Dental Insurance	53%	6%
Vision Insurance	53%	6%
Life Insurance	65%	6%
Paid Sick Leave	71%	6%
Paid Vacation	100%	6%
Retirement Plan	88%	6%
Child Care	12%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **General Managers & Top Executives**

Experienced applicants: Somewhat Competitive

Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, current employee referrals, and newspaper ads.

Employer Responses: 17 employers, representing 68 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 1,620 -- Very Large

Gender: Employers responding indicate 66% of workers are male, 34% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

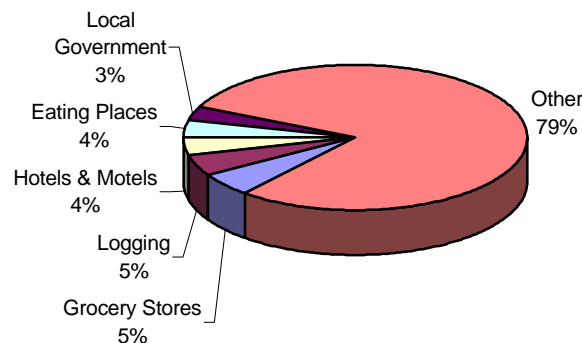
New jobs through 2002: 120

Separations to 2002: 220

Total Openings: 340

Growth Trends: The new job growth rate for this occupation is 8.0%, which is growing at average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Facility Managers

Related DOT Code: 189.117-026, 189.117-034, 099.117-022, 185.117-010, 186.117-054, 187.117-018, 188.117-078

Promotional Opportunities: May be promoted to administrative positions

Turnover: Among employers surveyed, the rate is 26.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Most express they will accept training as a substitute for work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months of clerical, sales, or other customer service experience.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing
 Able to talk to others to effectively convey information
 Able to find ways to structure or classify multiple pieces of information
 Alphabetic and numeric filing skills
 Able to operate a 10-key adding machine by touch
 Telephone answering skills
 Computer skills that include word processing, spreadsheet, and database software
 Willingness to work with close supervision
 Basic math skills
 Able to work independently
 Able to type at least 45 words per minute
 Able to perform routine, repetitive work

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 9.80	\$8.50 - 8.50	\$6.62	\$8.50
New Hires, W/ Experience	\$7.00 - 10.93	\$9.00 - 10.00	\$9.00	\$9.38
After Three Years W/ Firm	\$8.00 - 14.03	\$9.90 - 11.63	\$10.00	\$10.96

Hours Worked: Almost all General Office Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	80%	7%	0%
Dental Insurance	73%	0%	0%
Vision Insurance	60%	0%	0%
Life Insurance	47%	0%	0%
Sick Leave	73%	0%	0%
Vacation	47%	0%	0%
Retirement Plan	40%	0%	7%
Child Care	7%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Office Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 68 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1,190 - 1,230 (Very Large)

Gender: Employers responding indicate 3% of workers are male, 97% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	200
Total Openings:	240

Growth Trends: The average new job growth rate for this occupation is 3.4%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Government	19.5%
Finance, Insurance, & Real Estate	11.6%
Educational Services	11.1%
Health Services	8.4%
Retail Trade	7.7%
Personnel Supply Services	4.4%
Membership Organizations	3.1%
Social Services	2.2%
Construction	1.5%
Camps & Recreational Vehicle Parks	1.4%
Millwork, Plywood, & Structural Wood Members	1.3%
Automotive Repair Shops	1.1%
Other	26.7%

OTHER INFORMATION:

Alternate Job Titles: Administrative Assistant, Program Support Clerk, Office Clerk, School Secretary, Office Assistant, Front Office Clerk, Student Service Clerk

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 243.362-014, 249.367-014, 375.362-010

Promotional Opportunities: May be promoted to office manager, program coordinator, supervisor, sales representative, accounting clerk, administrative assistant

Turnover: Among employers surveyed, the rate is 10.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

GUARDS AND WATCH GUARDS**OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or individual establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings or grounds.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. The average length of experience required in this occupation is 10 months. Most employers will accept training as a substitute for experience. The average length of training needed as a substitute for experience is 10 months.

Skills and Qualifications:

Security guard registration card (guard card)
First aid certificate
Valid California driver's license
Oral and written communication
Public contact
Security protection procedures
Video surveillance equipment
Obtain clean police record
Be bonded

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 12.50	\$6.50
New Hires, W/ Experience	\$5.75 - 10.99	\$7.00
After Three Years W/ Firm	\$5.75 - 14.00	\$8.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most employers offer full-time employment in the occupation of 40 hours per week, and most employers offer part-time hours of 23 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	29%	12%	0%
Dental Insurance	18%	0%	0%
Vision Insurance	12%	0%	0%
Life Insurance	18%	6%	6%
Sick Leave	41%	6%	0%
Vacation	53%	6%	0%
Retirement Plan	18%	6%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Guards & Watch Guards**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: Employment Development Department, current employee referrals, and newspaper ads.

Employer Responses: 17 employers, representing 120 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 140 - 150 (Medium)

Gender: Employers responding indicate 67% of workers are male, 33% are female.

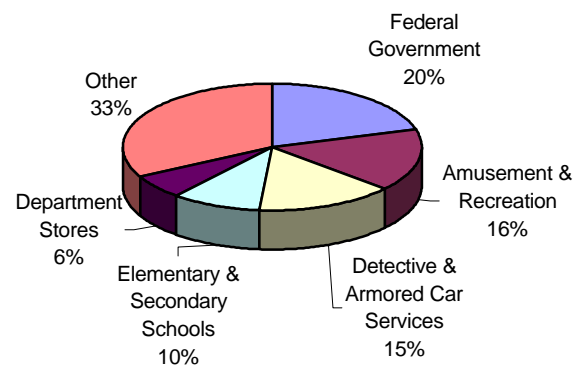
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Security Guard

Related DOT Code: 372.563-010, 372.567-010, 372.667-014, 372.667-030, 372.667-034, 372.667-038, 376.667-010

Promotional Opportunities: May be promoted to dispatcher, sergeant, and chief of security

Turnover: Among employers surveyed, the rate is 30.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hire. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training are required.

Experience: All employers surveyed report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 8 months. Most employers are willing to accept training as a substitute for experience. The average length of training needed as a substitute for experience is 5 months.

Skills and Qualifications:

Basic math, reading and writing skills
 Oral communication skills
 Knowledge of cardio pulmonary resuscitation (CPR)
 Knowledge of meal preparation
 Ability to pass pre-employment medical examination
 Ability to drive a vehicle and possess a valid driver's license

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 9.00	\$7.03
New Hires, W/ Experience	\$5.80 - 10.50	\$8.00
After Three Years W/ Firm	\$5.85 - 12.00	\$8.66

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation averaging 40 hours per week, and most offer part-time employment averaging 20 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	40%	7%
Dental Insurance	33%	33%	7%
Vision Insurance	27%	33%	7%
Life Insurance	33%	7%	20%
Sick Leave	47%	7%	7%
Vacation	67%	7%	7%
Retirement Plan	20%	13%	13%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Home Health Aides**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 217 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 50 - 80 (Small)

Gender: Employers responding indicate 5% of workers are male, 95% are female.

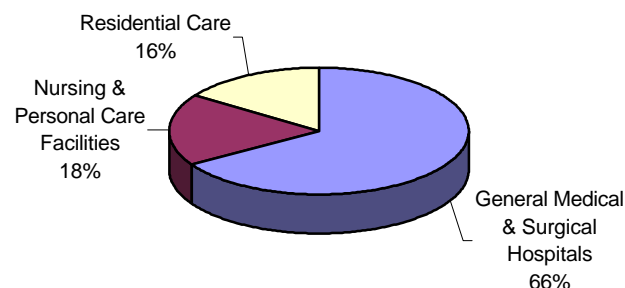
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 60.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Residential Care Aides

Related DOT Code: 354.377-014

Promotional Opportunities: May be promoted to licensed vocational nurse (when licensed) and nursing supervisor

Turnover: Among employers surveyed, the rate is 22.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

HOTEL DESK CLERKS**OES 538080**

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

EMPLOYER REQUIREMENTS

Education and Training: Almost all new hires possess a high school diploma or equivalent.

Experience: All responding firms report they are willing to hire candidates without experience. A few responding firms who sometimes or usually require experience are willing to substitute training in lieu of work experience.

Skills and Qualifications:

Record keeping skills
 Cash handling skills
 Ability to follow billing procedures
 Good grooming skills
 Ability to work under pressure
 Public contact skills
 Customer service skills
 Ability to work independently
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills
 Word processing, spreadsheet, database, and desktop publishing skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.62	\$5.75
New Hires, W/ Experience	\$5.75 - 7.00	\$5.75
After Three Years W/ Firm	\$5.75 - 9.00	\$6.50

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all firms responding offer full-time employment averaging 40 hours per week. Most responding firms offer part-time employment averaging 26 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	80%	0%
Dental Insurance	20%	0%
Vision Insurance	0%	0%
Life Insurance	0%	0%
Paid Sick Leave	0%	20%
Paid Vacation	80%	20%
Retirement Plan	0%	0%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Hotel Desk Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and Employment Development Department.

Employer Responses: 15 employers, representing 64 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 190 -- Large

Gender: Employers responding indicate 27% of workers are male, 73% are female.

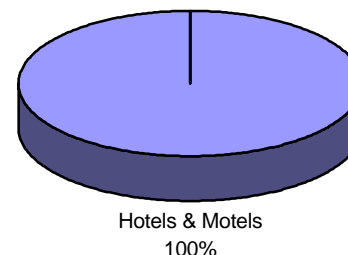
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	70
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 18.8%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 238.367-038

Promotional Opportunities: Information unavailable

Turnover: Among employers surveyed, the rate is 29.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

HUMAN SERVICE WORKERS**OES 273080**

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to hire. Many require the completion of college course work.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 11 months. Most employers are willing to accept training as a substitute for experience. The average length of training needed as a substitute for experience is 9 months.

Skills and Qualifications:

Basic math, reading and writing skills
Public contact and oral communication skills
Knowledge of protective services for children and adults
Knowledge of community referral services
Ability to interview others for information
Ability to recognize and treat substance abuse

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 9.14	\$7.53
New Hires, W/ Experience	\$6.25 - 15.00	\$8.70
After Three Years W/ Firm	\$7.50 - 16.34	\$9.56

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	69%	25%	0%
Dental Insurance	50%	25%	0%
Vision Insurance	31%	25%	0%
Life Insurance	63%	0%	0%
Sick Leave	94%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	56%	6%	6%
Child Care	6%	6%	13%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Human Service Workers**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 16 employers, representing 85 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 60 - 120 (Medium)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

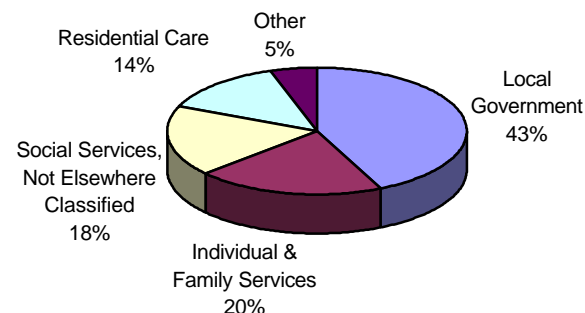
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	60
<u>Separations to 2002:</u>	20
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 100.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth remaining stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Benefit Assistance Counselors

Related DOT Code: 195.367-010, 195.367-014, 195.367-022, 195.367-034

Promotional Opportunities: May be promoted to eligibility worker, or program coordinator positions

Turnover: Among employers surveyed, the rate is 11.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate they require or prefer technical or vocational training prior to hire, though most express they will accept training as a substitute for work experience.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as an industrial truck and tractor operator or other equipment operator.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to determine the kind of tools and equipment needed to do a job
 Able to perform routine maintenance and determine what kind of maintenance is needed
 Able to watch guages, dials, or other indicators to ensure a machine is working properly
 Possession of a valid driver's license
 Possession of a fork lift certificate
 Good eye-hand coordination
 Able to pass a pre-employment medical examination
 Able to lift at least 50 pounds
 Willingness to work with close supervision
 Ability to work independently
 Ability to read and follow directions

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$5.75 - 11.25	\$11.49 - 11.49	\$7.00	\$11.49
New Hires, W/ Experience	\$6.00 - 12.90	\$11.49 - 14.78	\$8.00	\$13.21
After Three Years W/ Firm	\$7.00 - 12.90	\$14.31 - 15.18	\$9.56	\$14.78

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	20%	0%
Dental Insurance	53%	13%	0%
Vision Insurance	47%	13%	0%
Life Insurance	47%	20%	0%
Sick Leave	13%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	73%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Industrial Truck & Tractor Operators**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: Walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 149 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 180 - 200 (Large)

Gender: Employers responding indicate 82% of workers are male, 18% are female.

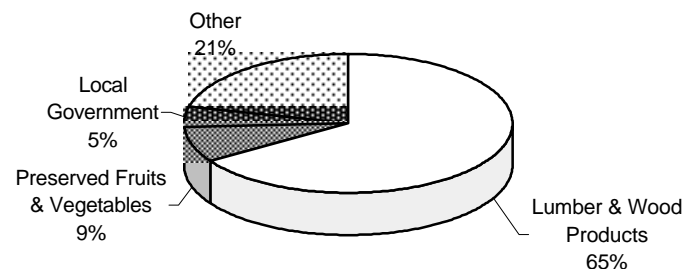
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Fork Lift Operators, Fork Lift Drivers, Lift Truck Drivers

Related DOT Code: 921.683-050, 929.683-014, 921.683-042, 519.663-014, 519.683-014, 921.583-010, 921.683-070

Promotional Opportunities: May be promoted to crane operator, forklift supervisor, yard supervisor, or mechanic

Turnover: Among employers surveyed, the rate is 10.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

LABORERS, LANDSCAPING AND GROUNDSKEEPING**OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational or technical training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months experience as a landscaper, groundskeeper, gardener, construction worker, janitor, or other laborer.

Skills and Qualifications:

Knowledge of horticulture
Lawn and garden care skills
Pruning skills
Plumbing repair skills
Knowledge of gardening tools
Able to operate tractors
Knowledge of pesticides and herbicides
Sprinkler installation skills
Sprinkler repair skills
Possession of a valid driver's license
Ability to lift at least 75 pounds repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Public contact skills/oral communication skills
Able to work independently

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.00	\$8.36 - 10.94	\$7.00	\$10.34
New Hires, W/ Experience	\$6.25 - 9.25	\$8.36 - 10.96	\$8.13	\$10.34
After Three Years W/ Firm	\$8.00 - 12.00	\$9.22 - 13.30	\$10.31	\$10.91

Hours Worked: Most Landscapers & Groundskeepers work full-time averaging 38 hours per week. Some work seasonally, at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	13%	0%
Dental Insurance	53%	13%	0%
Vision Insurance	53%	13%	0%
Life Insurance	27%	7%	7%
Sick Leave	67%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	40%	27%	0%
Child Care	7%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Landscapers & Groundskeepers**

Experienced applicants: Not Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 75 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 350 - 390 (Large/Very Large)

Gender: Employers responding indicate 83% of workers are male, 17% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	80
Total Openings:	120

Growth Trends: The new job growth rate for this occupation is 11.4%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are

Local Government	33.0%
Elementary & Secondary Schools	9.4%
Misc. Amusement & Recreation Services	7.0%
Hotels & Motels	5.5%
Job Training & Related Services	3.9%
Lumber & Construction Materials	3.6%
Motor Vehicles, Parts & Supplies	3.6%
Camps & Recreational Vehicle Parks	3.4%
Heavy Construction, Except Highway	3.1%
Landscape & Horticultural Service	2.6%
Other	24.9%

OTHER INFORMATION:

Alternate Job Titles: Grounds Maintenance Workers, Building and Grounds Maintenance, Trail Mountain Crew

Related DOT Code: 406.687-010, 408.684-010, 406.684-018, 406.684-014, 408.161-010, 408.687-014, 406.683-010

Promotional Opportunities: May be promoted to lead groundskeeper, landscaping supervisor, maintenance supervisor, assistant course superintendent, leadworker, or mechanic

Turnover: Among employers surveyed, the rate is 18.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers report their employees are unionized.

LIBRARY ASSISTANTS AND BOOKMOBILE DRIVERS**OES 539020**

Library Assistants And Bookmobile Drivers compile records; sort and shelve books, issue and receive library materials, such as pictures, cards, slides, phonograph records, and microfilm; and handle tape decks. They also locate library materials for loan and replace material in shelving (stacks) or files according to their identification number and title, and register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assists with providing service in mobile library.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Few require a college degree.

Experience: Most employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 14 months. Many indicate they are willing to accept training as a substitute for experience. The average length of training needed as a substitute for experience is 10 months.

Skills and Qualifications:

Basic math and reading skills
Public contact skills
Knowledge of audiovisual equipment
Knowledge of Dewey Decimal System
Ability to maintain records
Ability to use information retrieval systems

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 10.52	\$8.33
New Hires, W/ Experience	\$6.78 - 12.21	\$9.00
After Three Years W/ Firm	\$8.50 - 13.46	\$10.02

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most employers offer full-time employment in the occupation averaging 39 hours per week. Most offer part-time employment averaging 21 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	29%	18%	0%
Dental Insurance	18%	24%	0%
Vision Insurance	24%	12%	0%
Life Insurance	24%	12%	6%
Sick Leave	41%	6%	0%
Vacation	35%	0%	0%
Retirement Plan	24%	18%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Library Assistants & Bookmobile Drivers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and Employment Development Department.

Employer Responses: 17 employers, representing 47 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 120 - 130 (Medium)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

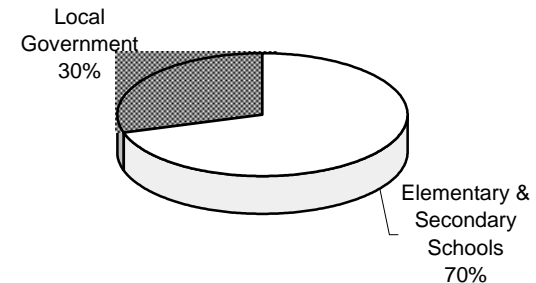
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	40
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Library Clerks

Related DOT Code: 209.387-026, 222.587-014, 249.363-010, 249.365-010, 249.367-046, 249.687-014

Promotional Opportunities: May be promoted to library clerk II, and library technician positions

Turnover: Among employers surveyed, the rate is 6.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers responding indicate their employees are unionized.

LICENSED VOCATIONAL NURSES**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to employment. Most indicate they require applicants for hire to have earned an associate's degree. Persons seeking employment in this occupation must first complete a 24-month licensed vocational nursing program, followed by licensing through the state of California.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of experience as a licensed vocational nurse.

Skills and Qualifications:

Able to provide personal services to patients
 Able to follow laboratory procedures
 Able to complete and explain insurance forms
 Able to administer an electro-cardiograph (EKG) test
 Able to administer injections
 Record keeping skills
 Understanding of asepsis
 Blood drawing skills
 Able to apply transfer techniques moving patients
 Able to take vital signs
 Able to detect complications in patients
 Able to write effectively and legibly
 Knowledge of medical terminology
 Able to handle crisis situations
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.00 - 13.50	\$11.00
New Hires, W/ Experience	\$8.90 - 12.55	\$11.34
After Three Years W/ Firm	\$12.00 - 15.00	\$12.92

*Wages for experienced workers appear lower than inexperienced workers because firms hiring entry level workers pay at the higher end of the wage scale.

Hours Worked: Most Licensed Vocational Nurses work full-time at an average of 40 hours per week. Some work part-time averaging 26 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	44%	38%	6%
Dental Insurance	38%	38%	13%
Vision Insurance	19%	31%	6%
Life Insurance	31%	19%	0%
Sick Leave	94%	0%	0%
Vacation	88%	0%	0%
Retirement Plan	56%	19%	0%
Child Care	0%	6%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Licensed Vocational Nurses**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, school or program referrals, and walk-in applicants.

Employer Responses: 16 employers, representing 191 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 250 - 270 (Large)

Gender: Employers responding indicate 10% of workers are male, 90% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

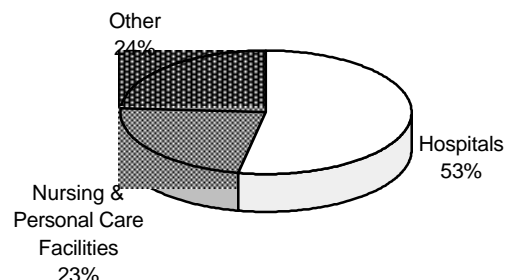
New jobs through 2004: 20

Separations to 2004: 40

Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 8.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 079.374-014

Promotional Opportunities: With additional education, may be promoted to registered nurse or director of staff development

Turnover: Among employers surveyed, the rate is 16.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

LODGING MANAGERS**OES 150262**

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 17 months. Many indicate they will accept training as a substitute for experience. The average length of training needed to substitute for experience is 7 months.

Skills and Qualifications:

Business math skills
Customer service skills
Knowledge of purchasing procedures
Knowledge of management practices
Ability to maintain financial records
Ability to hire and assign personnel

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 8.72	\$7.56
New Hires, W/ Experience	\$5.75 - 11.62	\$8.88
After Three Years W/ Firm	\$5.75 - 17.44	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All employers offer full-time employment of 41 hours per week. It is not uncommon for people engaged in this occupation to work additional hours.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	13%	6%
Dental Insurance	25%	6%	6%
Vision Insurance	19%	0%	6%
Life Insurance	19%	13%	6%
Sick Leave	13%	0%	6%
Vacation	56%	0%	0%
Retirement Plan	13%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Lodging Managers**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Employer Responses: 16 employers, representing 24 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 250 - 280 (Large)

Gender: Employers responding indicate 42% of workers are male, 58% are female.

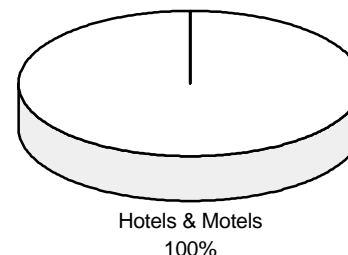
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	40
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 12.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Hotel Managers, Motel Managers

Related DOT Code: 187.167-038, 187.167-046, 187.167-066, 187.167-078, 187.167-122, 320.137-010, 320.137-014

Promotional Opportunities: May be promoted to district manager

Turnover: Among employers surveyed, the rate is 45.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

MACHINISTS**OES 891080**

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Few indicate they require or prefer technical or vocational training prior to hire.

Experience: All employers surveyed report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 12 - 60 months of previous experience as a machinist.

Skills and Qualifications:

Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to inspect and evaluate the quality of products
 Able to control operations of equipment or systems (often computer numerically controlled machines)
 Able to read blueprints
 Able to determine the kind of tools and equipment needed to do a job
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to use mathematics to solve problems
 Computer skills
 Manual dexterity skills
 Able to write effectively and legibly
 Able to perform precision work
 Able to stand continuously for 2 or more hours
 Ability to lift at least 50 pounds repeatedly
 Able to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 7.50	\$7.25
New Hires, W/ Experience	\$7.00 - 15.00	\$10.00
After Three Years W/ Firm	\$10.00 - 18.00	\$14.00

Hours Worked: Almost all Machinists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	7%	0%
Dental Insurance	33%	0%	0%
Vision Insurance	13%	0%	0%
Life Insurance	33%	7%	0%
Sick Leave	40%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	27%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Machinists**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 100 (Small/Medium)

Gender: Employers responding indicate 97% of workers are male, 3% are female.

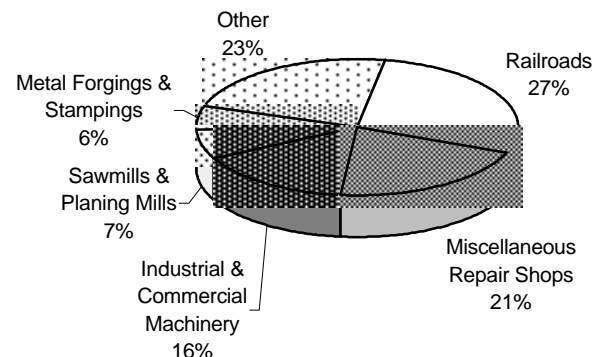
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Fabricators

Related DOT Code: 600.260-022, 600.280-022, 600.280-026, 600.280-034, 600.280-030, 600.280-042

Promotional Opportunities: May be promoted to lead machinist, or department manager

Turnover: Among employers surveyed, the rate is 10.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Many employers indicate they require or prefer training prior to employment. Medical Assistants are not licensed, certified, or registered by the state. The work site must have documentation of training completion and the supervising physician must be on the premises.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience. They indicate they also hire experienced applicants in a medical-related field. This may include nursing assistance, home health care, or other experience in a doctor's office.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to complete and explain medical insurance forms
 Able to transcribe medical records and reports
 Able to administer injections
 Able to administer an electro-cardiograph (EKG) test
 Able to apply sterilization techniques
 Blood drawing skills
 Understanding of inventory techniques
 Able to follow billing procedures
 Able to use word processing and database software
 Able to listen to what others are saying and ask questions appropriately
 Able to talk to others to effectively convey information
 Able to handle crisis situations
 Knowledge of medical terminology
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 9.00	\$8.00
New Hires, W/ Experience	\$6.50 - 12.00	\$9.00
After Three Years W/ Firm	\$8.50 - 16.00	\$10.00

Hours Worked: Most Medical Assistants work full-time averaging 40 hours per week. Few work part-time at an average of 23 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	27%	20%	0%
Vision Insurance	27%	20%	0%
Life Insurance	20%	20%	0%
Sick Leave	67%	0%	0%
Vacation	60%	0%	0%
Retirement Plan	33%	20%	13%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Medical Assistants**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 61 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 110 (Small/Medium)

Gender: Employers responding indicate 28% of workers are male, 72% are female.

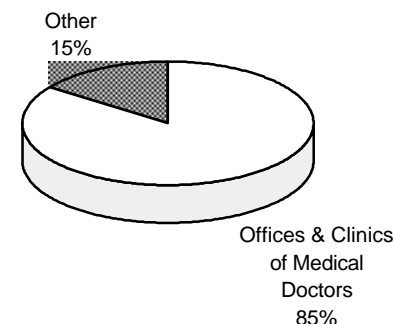
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 37.5%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firms employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Front Office Medical Assistant, Medical Technical Assistant, Ophthalmic Technician

Related DOT Code: 079.362-010, 079.364-010, 079.374-018
355.667-010

Promotional Opportunities: May be promoted to senior medical assistant, supervisor, administrator, or licensed vocational nurse with additional education

Turnover: Among employers surveyed, the rate is 23.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

NURSE PRACTITIONERS**OES 075264999**

Nurse Practitioners provide general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under the direction of a physician.

EMPLOYER REQUIREMENTS

Education and Training: Among employers responding, all new hires possess at least a bachelor's degree. Some have earned a master's degree. Registered nurses must complete a program of study approved by the state of California.

Experience: Some responding firms report they require an average of 12 months of prior work experience in this occupation. This includes nurse-midwife and obstetrician gynecologist. A few responding firms are willing to accept training as a substitute for experience.

Skills and Qualifications:

Ability to handle crisis situations
 Ability to plan work
 Ability to deal with people
 Ability to make decisions and judgement
 Willingness to work with close supervision
 Ability to work under pressure
 Ability to write legibly
 Oral communication skills
 Word processing and spreadsheet skills
 Emerging skills include computer & video/telecommunications consulting

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$15.00 - 30.00	\$22.00
New Hires, W/ Experience	\$20.00 - 35.00	\$24.50
After Three Years W/ Firm	\$23.00 - 35.00	\$27.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most responding firms offer full-time employment averaging 40 hours per week. Some responding firms offer part-time employment averaging 27 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	71%	29%
Dental Insurance	36%	14%
Vision Insurance	21%	21%
Life Insurance	43%	7%
Paid Sick Leave	86%	29%
Paid Vacation	86%	29%
Retirement Plan	64%	21%
Child Care	14%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Nurse Practitioners**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, public and private school or program referrals.

Employer Responses: 15 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Size of Employment: Not Available

Gender: Employers responding indicate 23% of workers are male, 77% are female.

Projections:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

New jobs through 2002: N/A

Separations to 2002: N/A

Total Openings: N/A

Growth Trends:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Where The Jobs Are

General Medical & Surgical Hospitals
Offices & Clinics of Medical Doctors
Elementary & Secondary Schools

Note: Industrial percentage data is unavailable for non-OES occupations.

OTHER INFORMATION:

Alternate Job Titles: Physician's Assistant

Related DOT Code: 075.264-010

Promotional Opportunities: Information unavailable

Turnover: Among employers surveyed, the rate is 3.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

ORDER CLERKS -- MATERIAL, MERCHANDISE, & SERVICE TENDERS**OES 553230**

Order Clerks -- Materials, Merchandise, and Service Tenders receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates and delays, preparing contracts, and handling complaints. Does not include workers who dispatch as well as take orders for services.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 12 months. Most are willing to accept training as a substitute for experience. The average length of training needed in lieu of experience is 7 months.

Skills and Qualifications:

Basic math skills

Mechanical aptitude skills

Knowledge of customer service

Knowledge of sales techniques

Ability to stand continuously for 2 or more hours

Ability to lift 50 pounds repeatedly

Ability to perform routine, repetitive work

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75 - 9.00	\$6.88
New Hires, W/ Experience	\$5.75 - 12.00	\$8.00
After Three Years W/ Firm	\$5.75 - 11.00	\$9.50

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All employers offer full-time employment in the occupation averaging 40 hours per week. All employers offer part-time employment averaging 28 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	38%	29%	5%
Dental Insurance	33%	14%	5%
Vision Insurance	24%	5%	0%
Life Insurance	29%	19%	0%
Sick Leave	48%	10%	0%
Vacation	71%	10%	0%
Retirement Plan	19%	10%	0%
Child Care	0%	0%	0%

*Percentage is based on 21 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Order-Material, Merchandise & Service Tndrs**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 21 employers, representing 80 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 40 - 50 (Small)

Gender: Employers responding indicate 33% of workers are male, 67% are female.

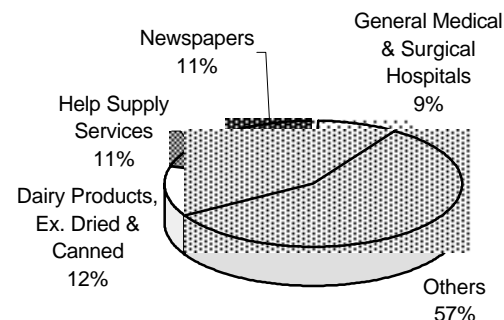
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 25%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Wrappers, Packagers

Related DOT Code: 209.387-018, 245.367-026, 249.362-026, 249.367-042, 295.367-018, 659.462-010

Promotional Opportunities: May be promoted to purchasing, supervision and management positions

Turnover: Among employers surveyed, the rate is 20% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

PACKAGING & FILLING MACHINE OPERATORS & TENDERS**OES 929740**

Packaging And Filling Machine Operators And Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate that education is not a factor in its hiring requirements.

Experience: Most employers report they require or prefer work experience in this occupation. Responding employers indicate the average length of experience required is 6 months. Almost all firms report they will accept training as a substitute for experience. The average length of training needed in lieu of experience is 6 months.

Skills and Qualifications:

Basic math skills
 Mechanical aptitude
 Knowledge of customer service
 Ability to stand continuously for 2 or more hours
 Ability to lift 50 pounds repeatedly
 Ability to perform routine, repetitive work
 Ability to read and write English
 Ability to follow instructions

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.70	\$5.75 - 12.34	\$6.00	\$12.20
New Hires, W/ Experience	\$5.75 - 12.38	\$7.00 - 14.20	\$6.75	\$12.26
After Three Years W/ Firm	\$6.00 - 13.90	\$12.34 - 20.00	\$8.20	\$12.87

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week. Many offer part-time employment averaging 28 hours.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	30%	10%	0%
Dental Insurance	25%	10%	0%
Vision Insurance	30%	5%	0%
Life Insurance	30%	5%	0%
Sick Leave	20%	5%	0%
Vacation	45%	5%	0%
Retirement Plan	30%	10%	0%
Child Care	5%	0%	0%

*Percentage is based on 20 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Packaging & Filling Machine Operators**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, current employee referrals, and walk-in applicants.

Employer Responses: 20 employers, representing 140 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 80 - 100 (Medium)

Gender: Employers responding indicate 56% of workers are male, 44% are female.

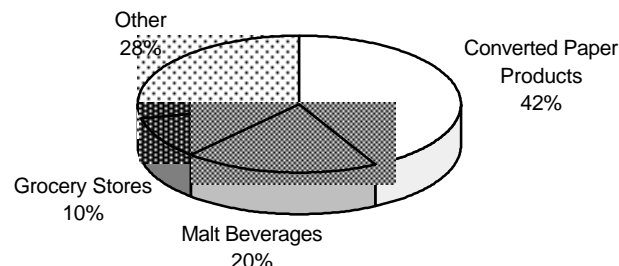
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	20
<u>Separations to 2002:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 25%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Wrappers, Packagers

Related DOT Code: 529.685-266, 529.685-270, 579.685-038, 694.685-026, 920.685-078, 920.685-082, 525.685-014

Promotional Opportunities: May be promoted to supervisory positions

Turnover: Among employers surveyed, the rate is 77.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

PAINTERS, PAPERHANGERS -- CONSTRUCTION AND MAINTENANCE**OES 874020**

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a high school diploma or equivalent.

Experience: All responding firms require an average of 10 months work experience in this occupation or related construction work. Related work includes carpentry and concrete construction. Most responding firms are willing to substitute training in lieu of experience.

Skills and Qualifications:

Knowledge of paints and related chemicals
 Brush, roller and spray painting skills
 Drywall installation and repair skills
 Ability to tolerate dust and paint fumes
 Ability to work from ladders and scaffolds
 Willingness to work with close supervision
 Ability to pay attention to detail
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 9.98	\$7.00
New Hires, W/ Experience	\$6.00 - 12.00	\$8.00
After Three Years W/ Firm	\$7.00 - 16.00	\$11.22

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all responding firms offer full-time employment averaging 40 hours per week. A few responding firms offer part-time employment averaging 32 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	67%	17%
Dental Insurance	50%	17%
Vision Insurance	33%	17%
Life Insurance	50%	17%
Paid Sick Leave	50%	17%
Paid Vacation	83%	17%
Retirement Plan	50%	17%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Painters & Paperhangers -- Construction**
 Experienced applicants: Somewhat Competitive
 Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, in-house promotion or transfer, and newspaper ads.

Employer Responses: 15 employers, representing 43 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 80 -- Small

Gender: Employers responding indicate 86% of workers are male, 14% are female.

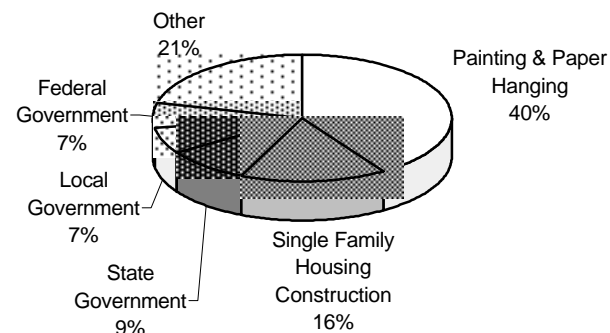
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 14.3%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 840.381-010, 840.381-018, 840.681-010, 840.684-010, 841.381-010, 845.681-010, 869.664-014

Promotional Opportunities: May be promoted to supervisory positions

Turnover: Among employers surveyed, the rate is 4.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

PERSONNEL CLERKS -- EXCEPT PAYROLL AND TIMEKEEPING**OES 553140**

Personnel Clerks, Except Payroll and Timekeeping, compile and keep personnel records. They record data for each employee, such as address, weekly earnings, absences, amount of sales or productions, supervisory reports on ability, and on the date of and reason for terminations. They also compile and type reports from employment records, file employment records, and search employee files and furnish information to authorized persons. Does not include workers whose primary responsibilities are to compute and post payroll or timekeeping records.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree.

Experience: A few responding firms require an average of 24 months of prior experience in this occupation or related work. This includes payroll clerk and customer service positions. Some responding firms are willing to substitute training in lieu of work experience.

Skills and Qualifications:

Accounting skills
Data entry skills
Ability to use a calculator
Bondable
Ability to write effectively
Ability to type at least 45 words per minute
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work independently
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Word processing, database, spreadsheet, and desktop publishing skills
Emerging skills include ability to use the Internet

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.39 - 16.11	\$9.03
New Hires, W/ Experience	\$8.00 - 20.71	\$10.19
After Three Years W/ Firm	\$9.78 - 24.17	\$11.83

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all responding firms offer full-time employment averaging 40 hours per week. Some responding firms offer part-time employment averaging 22 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	100%	7%
Dental Insurance	87%	0%
Vision Insurance	67%	7%
Life Insurance	60%	0%
Paid Sick Leave	87%	7%
Paid Vacation	100%	7%
Retirement Plan	87%	0%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Personnel Clerks**
 Experienced applicants: Competitive
 Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and Employment Development Department.

Employer Responses: 16 employers, representing 18 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 100 -- Medium

Gender: Employers responding indicate 0% of workers are male, 100% are female.

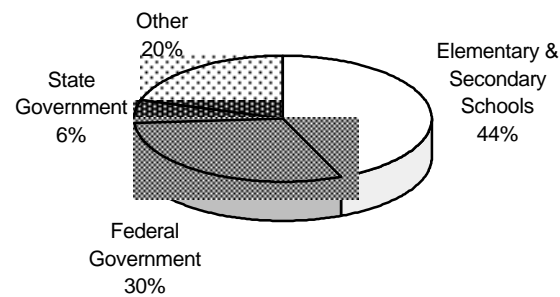
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	-20
<u>Separations to 2002:</u>	20
Total Openings:	0

Growth Trends: The new job growth rate for this occupation is -16.7%, which is experiencing slow decline relative to the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding, however, project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Office Manager

Related DOT Code: 205.362-010, 205.362-014, 205.362-022, 205.367-062, 205.567-010, 209.362-026, 249.367-090

Promotional Opportunities: May be promoted to managerial and administrative positions

Turnover: Among employers surveyed, the rate is 22.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few firms responding indicate their employees are unionized.

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS**OES 130050**

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require an associate's degree, while a few report they require a bachelor's degree prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 20 months. Many firms are willing to accept training as a substitute for experience. The average length of training required in lieu of experience is 15 months.

Skills and Qualifications:

Oral and written communication skills
Personnel recruiting
Knowledge of labor relations practices
Knowledge of grievance procedures
Ability to plan and organize the work of others

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 12.00	\$9.50
New Hires, W/ Experience	\$6.00 - 17.50	\$14.00
After Three Years W/ Firm	\$7.50 - 23.00	\$15.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation averaging 41 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	24%	0%
Dental Insurance	35%	24%	0%
Vision Insurance	41%	12%	0%
Life Insurance	47%	12%	6%
Sick Leave	41%	6%	0%
Vacation	71%	6%	0%
Retirement Plan	35%	18%	6%
Child Care	6%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Personnel, Training, & Labor Relations Mgrs.**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 17 employers, representing 21 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 24% of workers are male, 76% are female.

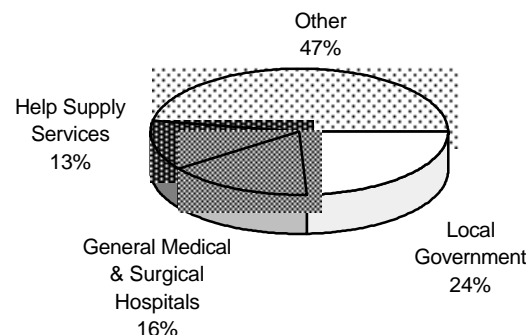
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Human Resource Manager

Related DOT Code: 166.117-010, 166.117-018, 166.167-018, 166.167-026, 166.167-030, 166.167-050, 188.117-086

Promotional Opportunities: Promotional opportunities are available in various managerial occupations.

Turnover: Among employers surveyed, the rate is 9.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all indicate they require technical or vocational training prior to hire. Employers report that candidates must graduate from and be certified by a valid Peace Officer Standards Training (POST) academy.

Experience: Some employers report they require or prefer work experience in this occupation. Those seeking experience tend to hire applicants with 3 - 12 months of previous peace officer experience.

Skills and Qualifications:

Able to administer emergency first aid
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to be aware of others' reactions and to understand why they react the way they do
 Able to identify the nature of problems
 Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions appropriately
 Able to know how to find and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Able to pass psychological interview
 Willingness to work with close supervision
 Able to pass a physical performance test
 Knowledge of Internet crime

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.59 - 14.33	\$11.48
New Hires, W/ Experience	\$9.97 - 16.68	\$12.44
After Three Years W/ Firm	\$9.97 - 18.99	\$14.77

Hours Worked: Almost all Police Patrol Officers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	67%	33%	0%
Dental Insurance	67%	33%	0%
Vision Insurance	58%	33%	0%
Life Insurance	50%	8%	8%
Sick Leave	92%	8%	0%
Vacation	92%	8%	0%
Retirement Plan	83%	17%	0%
Child Care	0%	0%	0%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Police Patrol Officers**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, school or program referrals, and walk-in applicants.

Employer Responses: 12 employers, representing 250 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 580 - 620 (Very Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

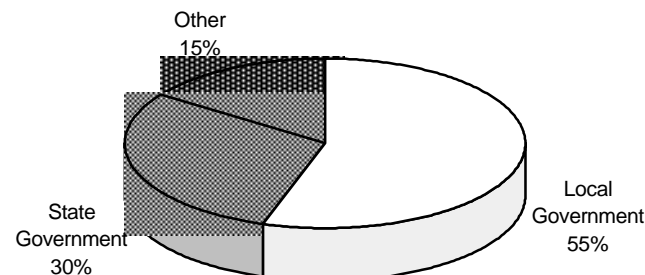
New jobs through 2004: 40

Separations to 2004: 140

Total Openings: 180

Growth Trends: The new job growth rate for this occupation is 6.9%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Police Officer, Code Enforcement Officer, California Highway Patrol Officer

Related DOT Code: 375.263-014, 375.263-018, 375.264-010, 375.267-038, 375.367-018, 379.263-014, 372.367-010

Promotional Opportunities: May be promoted to sergeant, detective, lieutenant, captain, commander, or chief of police

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers report their employees are unionized.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

Education and Training: All employers responding report they require a high school diploma or equivalent. Few require technical or vocational training prior to employment.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience. They indicate they also hire experienced applicants in office-related fields. These include: secretary, medical clerical, or other general clerical experience.

Skills and Qualifications:

Able to talk to others effectively to convey information
 Able to listen to what others are saying and ask appropriate questions
 Able to actively look for ways to help people
 Alphabetic and numeric filing skills
 Bookkeeping skills
 Able to operate a multi-line command phone center
 Able to use word processing, spreadsheet, and database software
 Telephone answering skills
 Able to write effectively and legibly
 Public contact skills/ oral communication skills/customer service skills
 Able to type at least 45 words per minute
 Able to work under pressure
 Able to adjust actions in relation to others' actions
 Able to multi-task/strong organizational skills
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 8.00	\$7.00
New Hires, W/ Experience	\$7.00 - 10.00	\$7.96
After Three Years W/ Firm	\$7.00 - 10.50	\$9.00

Hours Worked: Most Receptionists and Information Clerks work full-time averaging 40 hours per week. Few work part-time at an average of 23 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	27%	0%
Dental Insurance	40%	20%	0%
Vision Insurance	20%	20%	0%
Life Insurance	33%	7%	7%
Sick Leave	80%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	40%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Receptionists and Information Clerks**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 15 employers, representing 92 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 430 - 460 (Very Large)

Gender: Employers responding indicate 1% of workers are male, 99% are female.

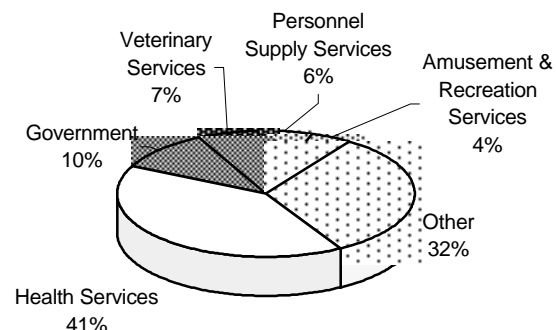
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	60
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 7.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Medical Receptionist, Front Office Clerk, Customer Service Representative, Admitting Receptionist

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-046, 249.262-010, 237.367-042

Promotional Opportunities: May be promoted to supervising receptionist, office manager, assistant project director, billing assistant, secretary, administrative clerk, auditor, or other clerical

Turnover: Among employers surveyed, the rate is 14.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

RECREATION WORKERS**OES 273110**

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require at least a high school diploma or equivalent prior to hire. A few require an associate's degree.

Experience: Most employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 12 months. Many employers indicate they will accept training as a substitute for experience. The average length of training required in lieu of experience is 26 months.

Skills and Qualifications:

Oral and written communication skills
Leadership
Knowledge of principles of recreation
Knowledge of first aid procedures
Ability to plan and organize the work of others
Ability to apply teaching techniques

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.00	\$5.75
New Hires, W/ Experience	\$5.75 - 12.59	\$7.50
After Three Years W/ Firm	\$5.75 - 14.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Some employers offer full-time employment of 40 hours per week. Some offer part-time employment averaging 20 hours per week. Many offer seasonal employment averaging 30 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	18%	6%	0%
Dental Insurance	12%	12%	0%
Vision Insurance	12%	12%	0%
Life Insurance	12%	12%	0%
Sick Leave	24%	0%	0%
Vacation	24%	0%	0%
Retirement Plan	6%	6%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Recreation Workers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges and universities, newspaper ads, and the Employment Development Department.

Employer Responses: 17 employers, representing 143 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 280 - 290 (Large)

Gender: Employers responding indicate 24% of workers are male, 76% are female.

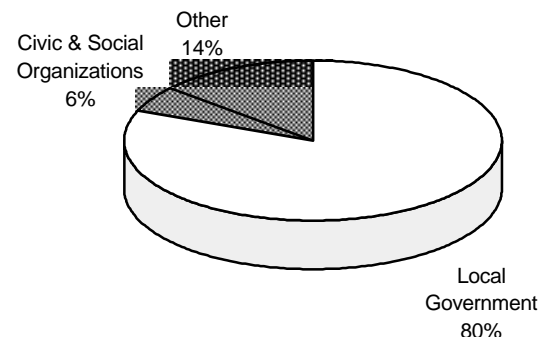
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	40
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 3.6%, which is growing slower than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Recreation Aide

Related DOT Code: 153.137-010, 159.124-010, 187.167-238, 195.227-010, 195.227-014, 352.167-010

Promotional Opportunities: May be promoted to recreation supervisor, and director of recreation programs

Turnover: Among employers surveyed, the rate is 3.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

RESIDENTIAL COUNSELORS**OES 273070**

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other programs. They order supplies and determine need for maintenance, repairs, and furnishings.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require at least an associate's degree prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 12 months. Some employers will accept training as a substitute for experience. The average length of training required in lieu of experience is 9 months.

Skills and Qualifications:

Individual and family counseling techniques
Active listening skills
Knowledge of protective services for children and adults
Knowledge of a variety of cultures
Ability to interview others for information
Ability to maintain progress notes

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.25	\$5.78
New Hires, W/ Experience	\$5.75 - 15.00	\$6.79
After Three Years W/ Firm	\$5.75 - 16.34	\$8.25

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week. Many offer part-time employment averaging 15 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	11%	6%
Dental Insurance	44%	11%	6%
Vision Insurance	39%	11%	6%
Life Insurance	28%	17%	6%
Sick Leave	50%	11%	0%
Vacation	56%	11%	0%
Retirement Plan	22%	28%	6%
Child Care	6%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Residential Counselors**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and the Employment Development Department.

Employer Responses: 19 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 100 - 130 (Medium)

Gender: Employers responding indicate 33% of workers are male, 67% are female.

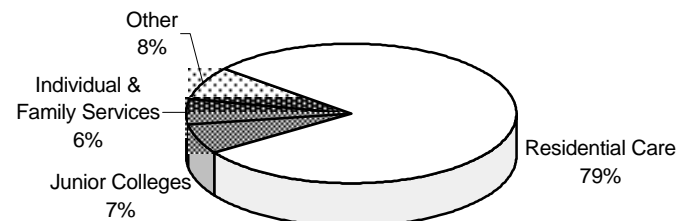
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 30.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Counselor

Related DOT Code: 187.167-186

Promotional Opportunities: May be promoted to house manager, or facilities manager

Turnover: Among employers surveyed, the rate is 27.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

SALESPERSONS -- PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree.

Experience: Many employers report they usually require work experience in this occupation. Most responding firms are sometimes willing to substitute training in lieu of work experience in this occupation.

Skills and Qualifications:

Ability to apply sales techniques
Cash handling skills
Understanding of inventory techniques
Ability to operate a cash register
Willingness to work with close supervision
Possession of mechanical aptitude
Customer service skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Basic math skills
Database skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 18.13	\$7.00
New Hires, W/ Experience	\$6.00 - 18.13	\$10.00
After Three Years W/ Firm	\$7.67 - 18.13	\$12.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

*Commission on sales is common in this occupation.

Hours Worked: All responding firms offer full-time employment averaging 40 hours per week. A few responding firms offer part-time employment averaging 27 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	100%	0%
Dental Insurance	38%	0%
Vision Insurance	15%	0%
Life Insurance	54%	0%
Paid Sick Leave	23%	0%
Paid Vacation	92%	0%
Retirement Plan	54%	0%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Salespersons--Parts**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 54 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 210 -- Large

Gender: Employers responding indicate 89% of workers are male, 11% are female.

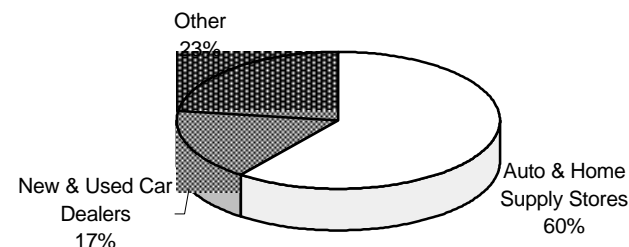
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	20
<u>Separations to 2002:</u>	40
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 10.5%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Many employers responding project their firm's employment to remain stable over the next three years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Counterperson

Related DOT Code: 277.357-050, 279.357-062

Promotional Opportunities: May be promoted to managerial positions

Turnover: Among employers surveyed, the rate is 9.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

SHERIFFS AND DEPUTY SHERIFFS**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Candidates for hire need to be certified by a valid Peace Officer Standards and Training (POST) academy.

Experience: Many employers report that they prefer work experience in this occupation. The average length of experience required in this occupation is 14 months.

Skills and Qualifications:

Public contact skills
Oral communication skills
Knowledge of firearms
Knowledge of a variety of cultures
Ability to pass physical performance and medical exams
Ability to work under pressure

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.17 - 12.63	\$11.87
New Hires, W/ Experience	\$11.07 - 13.95	\$12.53
After Three Years W/ Firm	\$11.75 - 20.77	\$14.38

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All employers offer full-time employment in the occupation averaging 40 hours per week. A few offer seasonal employment of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	86%	14%	0%
Dental Insurance	86%	14%	0%
Vision Insurance	71%	14%	0%
Life Insurance	86%	0%	0%
Paid Sick Leave	100%	0%	0%
Paid Vacation	100%	0%	0%
Retirement Plan	86%	14%	0%
Child Care	0%	0%	0%

*Percentage is based on 7 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Sheriffs & Deputy Sheriffs**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion of transfer, and walk-in applicants.

Employer Responses: 7 employers, representing 223 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 90 - 110 (Medium)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

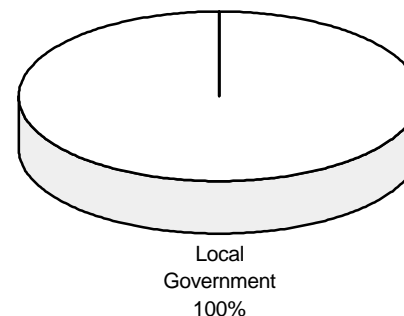
New jobs through 2002: 20

Separations to 2002: 10

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 377.263-010, 377.363-010, 377.667-014, 377.667-018

Promotional Opportunities: May be promoted to sergeant, investigator, and captain positions

Turnover: Among employers surveyed, the rate is 12.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. All employers responding indicate their employees are unionized.

SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC**OES 273050**

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a high school diploma or equivalent. Many have earned a bachelor's degree.

Experience: Almost all responding firms require an average of 12 months experience in this occupation or related work. This includes crisis intervention and home visitation. All responding firms indicate that sometimes they will accept training in lieu of experience.

Skills and Qualifications:

Ability to interview others for information
 Understanding of court proceedings
 Knowledge of protective services for children and adults
 Vocational counseling skills
 Knowledge of family social work
 Willingness to work with close supervision
 Ability to apply complex rules and regulations
 Ability to handle crisis situations
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Word processing, database, spreadsheet skills
 Emerging skills include: computer literacy, problem-solving knowledge, and public speaking skills

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 13.19	\$8.50
New Hires, W/ Experience	\$7.00 - 13.71	\$9.01
After Three Years W/ Firm	\$7.63 - 16.00	\$10.09

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most responding firms offer full-time employment averaging 40 hours per week. Some responding firms offer part-time employment averaging 24 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	93%	27%
Dental Insurance	73%	20%
Vision Insurance	53%	13%
Life Insurance	67%	13%
Paid Sick Leave	93%	27%
Paid Vacation	100%	27%
Retirement Plan	67%	27%
Child Care	20%	13%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Social Workers--Except Medical & Psychiatric**
 Experienced applicants: Somewhat Competitive
 Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 15 employers, representing 100 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 140 -- Medium

Gender: Employers responding indicate 18% of workers are male, 82% are female.

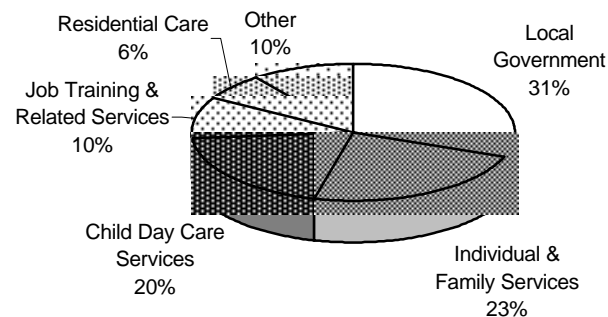
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	20
<u>Separations to 2002:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to grow over the next three years. Many anticipate growth will remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Family Advocate

Related DOT Code: 195.107-014, 195.107-018, 195.107-022, 195.107-038, 195.137-010, 195.164-010, 195.267-022

Promotional Opportunities: May be promoted to Social Worker II, III, and supervisory positions

Turnover: Among employers surveyed, the rate is 17.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

SYSTEMS ANALYSTS -- ELECTRONIC DATA PROCESSING**OES 251020**

Systems Analysts -- Electronic Data Processing analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require at least a high school diploma or equivalent. Some indicate they require a bachelor's degree.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience in the occupation is 12 months. Some employers will accept training as a substitute for experience. The average length of training required in lieu of experience is 15 months.

Skills and Qualifications:

Customer service skills

Oral communication skills

Knowledge of mainframe hardware and operating systems

Knowledge of local area and wide area networks

Ability to set-up and maintain multi-user systems

Ability to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 11.81	N/A	\$9.26	N/A
New Hires, W/ Experience	\$7.00 - 12.40	\$10.46 - 22.09	\$8.07	\$17.47
After Three Years W/ Firm	\$8.55 - 15.00	\$14.38 - 26.66	\$11.40	\$19.17

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	61%	22%	0%
Dental Insurance	61%	22%	0%
Vision Insurance	61%	17%	0%
Life Insurance	50%	17%	0%
Sick Leave	78%	0%	0%
Vacation	83%	0%	0%
Retirement Plan	61%	17%	0%
Child Care	0%	0%	0%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Systems Analysts**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 18 employers, representing 87 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 50 - 60 (Small)

Gender: Employers responding indicate 51% of workers are male, 49% are female.

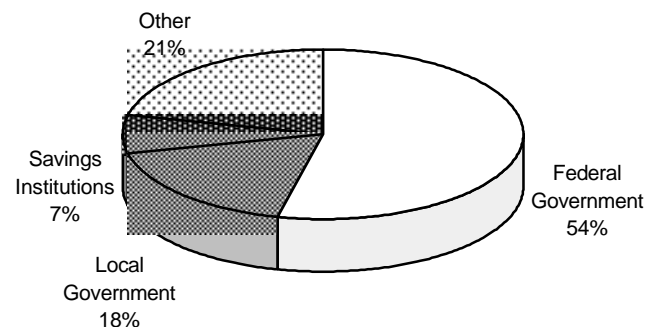
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	10
<u>Separations to 2002:</u>	0
Total Openings:	10

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Associate Information Systems Analyst

Related DOT Code: 030.162-014, 030.162-022, 030.167-014, 033.262-010, 109.067-010

Promotional Opportunities: May be promoted to associate information systems analysts II & III

Turnover: Among employers surveyed, the rate is 6.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers indicate their employees are unionized.

TEACHERS AND INSTRUCTORS -- VOCATIONAL EDUCATION AND TRAINING**OES 313140**

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require at least a bachelor's degree prior to employment. Some indicate they require additional technical or vocational training prior to hire. To a few, this further training involves a teaching credential in subject area.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of prior vocational education experience. Many, however, do not require or prefer previous experience.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask appropriate questions
 Able to use multiple approaches when learning or teaching new things
 Able to write effectively and legibly
 Able to understand foreign accents
 Knowledge of Occupational Safety and Health Administration standards
 Able to perform advanced mathematical computations
 Able to perform strenuous, physical work
 Able to work independently
 Able to work under pressure
 Able to maintain classroom discipline
 Able to understand written sentences and paragraphs in work documents
 Able to weigh the relative costs and benefits of a potential action

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$16.41 - 25.00	\$11.51 - 23.01	\$21.19	\$15.94
New Hires, W/ Experience	\$7.00 - 25.00	\$11.51 - 26.85	\$14.46	\$16.16
After Three Years W/ Firm	\$11.00 - 29.86	\$12.47 - 28.38	\$15.17	\$17.56

*Wages for experienced workers appear lower than inexperienced workers because firms hiring entry level workers pay at the higher end of the wage scale.

Hours Worked: Almost all Vocational Education and Training Teachers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	38%	0%
Dental Insurance	31%	38%	0%
Vision Insurance	25%	31%	0%
Life Insurance	25%	31%	0%
Sick Leave	69%	6%	0%
Vacation	44%	0%	0%
Retirement Plan	44%	19%	0%
Child Care	0%	6%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Vocational Ed. & Training Teachers**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and the Internet.

Employer Responses: 16 employers, representing 236 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 390 - 430 (Very Large)

Gender: Employers responding indicate 59% of workers are male, 41% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

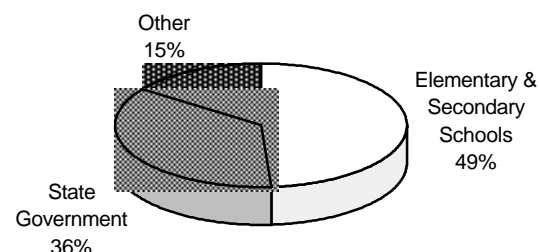
New jobs through 2004: 40

Separations to 2004: 30

Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 10.3%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Regional Occupational Program Teacher, Community Educator, Instructor

Related DOT Code: 097.221-010, 099.227-014, 166.221-010, 090.222-010, 099.227-030

Promotional Opportunities: May be promoted to department head

Turnover: Among employers surveyed, the rate is 10.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers report their employees are unionized.

TEACHERS, PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, many recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree.

Experience: Some responding firms require an average of 12 months experience in this occupation. These include teacher aid, classroom aid, and home day care. Almost all responding firms are willing to substitute training in lieu of experience.

Skills and Qualifications:

Ability to operate audiovisual equipment
Classroom management skills
Problem solving skills
Supervisory skills
Ability to administer emergency first aid
Record keeping skills
Willingness to work under pressure
Possession of a clean police record
Understanding of a variety of cultures
Ability to exercise patience
Ability to read and follow instructions
Ability to write legibly
Basic math skills

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 12.10	\$7.00 - 13.24	\$6.92	\$9.25
New Hires, W/ Experience	\$6.25 - 13.23	\$7.00 - 13.43	\$7.79	\$13.18
After Three Years W/ Firm	\$7.00 - 13.62	\$10.11 - 15.82	\$9.78	\$14.45

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most responding firms offer full-time employment averaging 39 hours per week. Many responding firms offer part-time employment averaging 21 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	85%	8%
Dental Insurance	69%	0%
Vision Insurance	54%	0%
Life Insurance	31%	8%
Paid Sick Leave	85%	15%
Paid Vacation	77%	15%
Retirement Plan	69%	8%
Child Care	23%	15%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Preschool Teachers**
 Experienced applicants: Somewhat Competitive
 Inexperienced applicants: Somewhat Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, employee referrals, and Employment Development Department.

Employer Responses: 16 employers, representing 139 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 170 -- Large

Gender: Employers responding indicate 5% of workers are male, 95% are female.

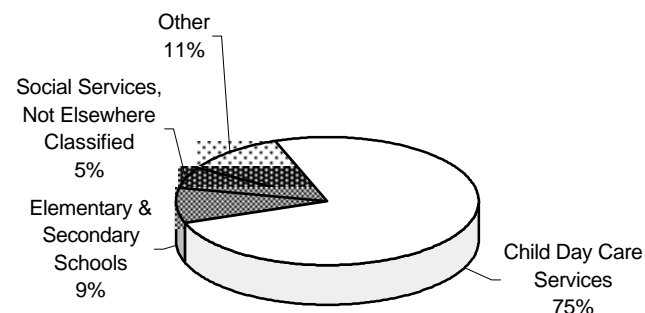
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	30
<u>Separations to 2002:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 092.227-018

Promotional Opportunities: May be promoted to director, or other administrative positions

Turnover: Among employers surveyed, the rate is 15.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Few employers report that they require work experience in this occupation.

Skills and Qualifications:

Knowledge of algebra
Audiovisual teaching skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Possession of a state teacher's certificate
Able to write effectively
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to exercise patience
Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.83 - 15.34	\$13.33
New Hires, W/ Experience	\$11.83 - 19.42	\$14.32
After Three Years W/ Firm	\$13.00 - 25.53	\$16.55

Hours Worked: Almost all Elementary School Teachers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	94%	6%	0%
Dental Insurance	100%	0%	0%
Vision Insurance	94%	0%	0%
Life Insurance	56%	0%	0%
Sick Leave	94%	0%	0%
Vacation	6%	0%	0%
Retirement Plan	31%	38%	6%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Elementary School Teachers**

Experienced applicants: Very Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges & universities, newspaper ads, and the Internet.

Employer Responses: 16 employers, representing 619 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1270 - 1290 (Very Large)

Gender: Employers responding indicate 26% of workers are male, 74% are female.

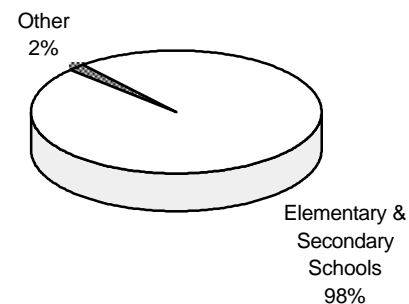
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	160
Total Openings:	180

Growth Trends: The new job growth rate for this occupation is 1.6%, which is growing slower than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate a decline in employment over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Teachers

Related DOT Code: 092.227-010, 099.224-010

Promotional Opportunities: May be promoted to vice principal, principal, superintendent, or other administrative job

Turnover: Among employers surveyed, the rate is 1.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

TEACHERS -- KINDERGARTEN**OES 313040**

Kindergarten Teachers teach elemental, natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a bachelor's degree. Some indicate they require graduate study prior to hire. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for kindergarten teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at the state university.

Experience: Many employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 15 months. A few indicate they will accept training as a substitute for experience. The average length of training required in lieu of experience is 12 months.

Skills and Qualifications:

Classroom management skills
 Problem solving skills
 Knowledge of a variety of cultures
 Knowledge of principles of recreation
 Ability to operate audiovisual equipment
 Ability to administer emergency first aid

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.30 - 16.15	\$14.32
New Hires, W/ Experience	\$11.99 - 21.33	\$15.38
After Three Years W/ Firm	\$14.43 - 23.92	\$17.86

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation averaging 38 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	76%	12%	0%
Dental Insurance	76%	12%	0%
Vision Insurance	76%	12%	0%
Life Insurance	53%	6%	0%
Sick Leave	82%	6%	0%
Vacation	29%	0%	0%
Retirement Plan	47%	29%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Kindergarten Teachers**

Experienced applicants: Very Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and walk-in applicants.

Employer Responses: 17 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 130 - 150 (Medium)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

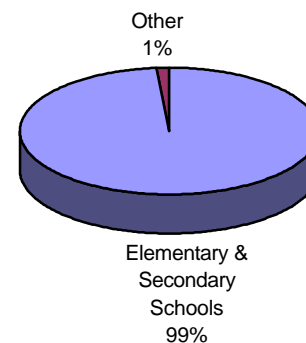
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	20
<u>Separations to 2002:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 15.4%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 092.227-014

Promotional Opportunities: May be promoted to teaching positions in Grades 1 - 8, and various administrative positions

Turnover: Among employers surveyed, the rate is 5.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers responding indicate their employees are unionized.

TEACHERS, SECONDARY SCHOOL**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a bachelor's degree. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for secondary school teachers.

Experience: A few firms responding indicate they require an average of 9 months experience in this occupation. Most firms are willing to accept training in lieu of work experience.

Skills and Qualifications:

Audiovisual teaching skills
Classroom management skills
Problem solving skills
Supervisory skills
Ability to administer emergency first aid
Record keeping skills
Willingness to work with close supervision
Ability to work under pressure
Possession of a clean police record
Understanding of a variety of cultures
Ability to exercise patience
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Basic math skills
Word processing and database skills

WAGES AND BENEFITS

<u>*Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.03 - 17.17	\$13.52
New Hires, W/ Experience	\$13.30 - 19.76	\$15.94
After Three Years W/ Firm	\$13.50 - 26.71	\$18.58

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All responding firms offer full-time employment averaging 38 hours per week. Some firms offer part-time employment averaging 23 hours per week.

Benefits (% of Employers* Offering Benefits):

	Full-Time	Part-Time
Medical Insurance	100%	13%
Dental Insurance	100%	13%
Vision Insurance	100%	13%
Life Insurance	47%	7%
Paid Sick Leave	93%	7%
Paid Vacation	40%	7%
Retirement Plan	67%	13%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Secondary School Teachers**

Experienced applicants: Competitive

Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, public school or program referrals, and current employee referrals.

Employer Responses: 16 employers, representing 380 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 860 -- Very Large

Gender: Employers responding indicate 58% of workers are male, 42% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

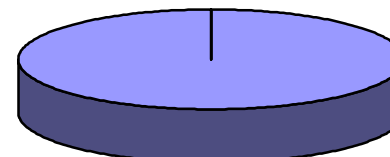
New jobs through 2002: 130

Separations to 2002: 140

Total Openings: 270

Growth Trends: The new job growth rate for this occupation is 17.8%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Where The Jobs Are



Elementary &
Secondary
Schools
100%

OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 091.221.010, 091.227-010, 099.224-010, 099.227-022

Promotional Opportunities: May be promoted to administrative and supervisory positions

Turnover: Among employers surveyed, the rate is 7.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers responding indicate their employees are unionized.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Teachers -- Special Education teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a bachelor's degree. Some indicate they require graduate study. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for special education teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at the state university.

Experience: Many employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 12 months. Many employers will accept training as a substitute for experience. The average length of training required in lieu of experience is 26 months.

Skills and Qualifications:

Crisis intervention skills
Classroom management skills
Knowledge of training program planning and organizing
Knowledge of discipline applications
Ability to read braille, sign language, and lips
Ability to use computers as a teaching tool

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.22 - 16.71	\$13.67
New Hires, W/ Experience	\$12.96 - 21.63	\$15.77
After Three Years W/ Firm	\$13.81 - 27.22	\$17.97

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Most employers offer full-time employment in the occupation averaging 36 hours per week. Some offer part-time employment averaging 30 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	76%	6%	0%
Dental Insurance	82%	0%	0%
Vision Insurance	76%	0%	0%
Life Insurance	47%	0%	0%
Sick Leave	82%	0%	0%
Vacation	12%	0%	0%
Retirement Plan	47%	29%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Special Education Teachers**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and the Internet.

Employer Responses: 17 employers, representing 169 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 170 - 220 (Large)

Gender: Employers responding indicate 24% of workers are male, 76% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

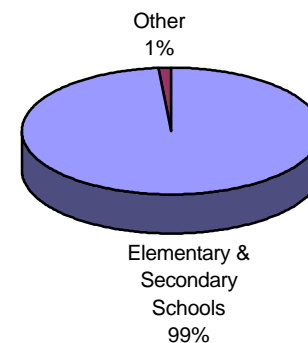
New jobs through 2002: 50

Separations to 2002: 20

Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 29.4%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 094.224-010, 094.224-014, 094.224-018, 094.227-010, 094.227-022, 094.227-030, 094.107-010

Promotional Opportunities: None specified

Turnover: Among employers surveyed, the rate is 9.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. All employers responding indicate their employees are unionized.

TECHNICAL ASSISTANTS -- LIBRARY**OES 315050**

Library Technical Assistants assist librarians by furnishing information on library sciences, facilities, and rules; by assisting readers in the use of card catalogs and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. They may train and supervise clerical staff or catalog books.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. A few employers indicate they require an associate's degree. A few require graduate study prior to hire in this occupation.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 12 months. Many employers will accept training as a substitute for experience. The average length of training needed in lieu of experience is 13 months.

Skills and Qualifications:

Public contact skills
Telephone answering skills
Knowledge of the Dewey Decimal System
Knowledge of basic math
Ability to operate computers
Ability to operate audiovisual equipment

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$5.75 - 8.65	\$7.19 - 11.65	\$7.20	\$9.07
New Hires, W/ Experience	\$5.75 - 19.28	\$7.54 - 12.23	\$8.46	\$9.79
After Three Years W/ Firm	\$5.75 - 23.42	\$7.88 - 12.85	\$9.19	\$10.67

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation of 40 hours per week. Many offer part-time employment averaging 16 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	13%	0%
Dental Insurance	53%	7%	0%
Vision Insurance	47%	0%	0%
Life Insurance	60%	0%	0%
Sick Leave	67%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	67%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Library Technical Assistants**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 30 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 7% of workers are male, 93% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

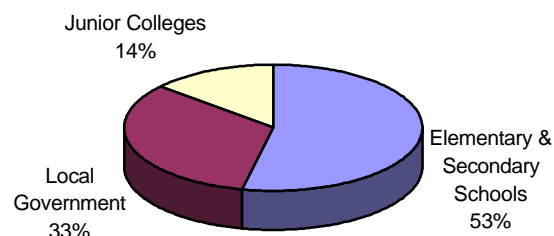
New jobs through 2002: 10

Separations to 2002: 10

Total Openings: 20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Library Assistant

Related DOT Code: 100.367-010, 100.367-014, 100.367-018, 100.367-022, 100.367-026, 100.387-010

Promotional Opportunities: May be promoted to library assistant II, and librarian positions

Turnover: Among employers surveyed, the rate is 16.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

TRUCK DRIVERS -- HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical training from a truck driving school prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of previous truck driving experience.

Skills and Qualifications:

Able to operate a fork lift
 Able to read invoices
 Record keeping skills
 Able to drive trucks long distances
 Able to load and unload freight
 Able to meet Interstate Commerce Commission requirements
 Possession of a Class A driver's license
 Possession of a Class B driver's license
 Knowledge of local streets
 Able to pass a pre-employment medical examination
 Able to lift at least 75 pounds repeatedly
 Able to work independently
 Possession of a good Department of Motor Vehicles driving record
 Able to read and follow instructions
 Able to read a road map

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.19 - 10.00	\$8.60
New Hires, W/ Experience	\$8.00 - 14.38	\$12.00
After Three Years W/ Firm	\$10.50 - 19.18	\$13.00

Hours Worked: Almost all Truck Drivers work full-time averaging 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	20%	0%
Dental Insurance	33%	13%	0%
Vision Insurance	27%	13%	0%
Life Insurance	47%	13%	0%
Sick Leave	13%	0%	0%
Vacation	47%	7%	0%
Retirement Plan	40%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Truck Drivers -- Heavy or Tractor Trailer**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 232 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 780 - 840 (Very Large)

Gender: Employers responding indicate 96% of workers are male, 4% are female.

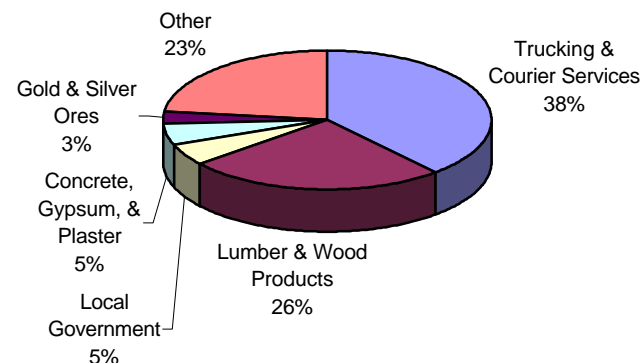
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 60
Separations to 2004: 80
 Total Openings: 140

Growth Trends: The new job growth rate for this occupation is 7.7%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Cement Mix Truck Driver, Company Driver

Related DOT Code: 900.683-010, 902.683-010, 903.683-018, 904.383-010, 904.683-010, 905.663-010, 905.663-014

Promotional Opportunities: May be promoted to dispatcher, supervisor, or manager

Turnover: Among employers surveyed, the rate is 17.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

VEHICLE SALESPERSONS -- RETAIL**OES 490111**

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discounts, and requirements for financing payment of the vehicle on credit. Does not include workers who primarily sell vehicle parts and accessories.

EMPLOYER REQUIREMENTS

Education and Training: Among employers surveyed, all recent hires possess a high school diploma or equivalent. A few have been engaged in college course work without having earned a degree.

Experience: Many responding firms indicate that no experience is required. Of firms requiring experience, most will accept training as a substitute for experience.

Skills and Qualifications:

Ability to apply sales techniques
 Understanding of inventory techniques
 Ability to operate a cash register
 Good grooming skills
 Ability to work independently
 Public contact skills / people skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills
 Database and word processing skills
 Internet skills
 Ability to keep apprised of new products

WAGES AND BENEFITS

<u>*Non-Union Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 20.18	\$6.90
New Hires, W/ Experience	\$5.75 - 23.97	\$7.72
After Three Years W/ Firm	\$5.75 - 34.52	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

*Most responding firms pay a base wage, plus commission from 18% to 30% on gross sales.

Hours Worked: All responding firms offer full-time employment averaging 40 hours per week. A few responding firms offer part-time employment averaging 25 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance	100%	0%
Dental Insurance	42%	0%
Vision Insurance	25%	0%
Life Insurance	42%	0%
Paid Sick Leave	0%	0%
Paid Vacation	92%	0%
Retirement Plan	33%	0%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Vehicle Salespersons -- Retail**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 1680 (Very Large)

Gender: Employers responding indicate 92% of workers are male, 8% are female.

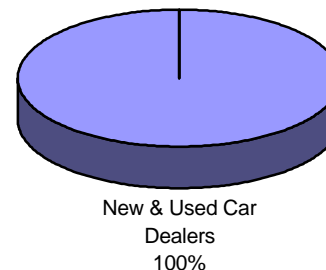
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	90
<u>Separations to 2002:</u>	390
Total Openings:	480

Growth Trends: The new job growth rate for this occupation is 5.7%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 273.353-010, 273.357-018, 273.357-034

Promotional Opportunities: May be promoted to managerial positions

Turnover: Among employers surveyed, the rate is 37.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

WARD CLERKS**NON-OES 245362999**

Ward Clerks prepare, compile and maintain records in nursing units of hospital or medical facilities. They requisition supplies designated by nursing staff, answer telephone and intercom calls, direct visitors to patient's rooms and distribute mail, newspapers and flowers to patients.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent.

Experience: Almost all employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 13 months. Most employers will accept training as a substitute for experience. The average length of training needed in lieu of experience is 8 months.

Skills and Qualifications:

Public contact skills
Telephone answering skills
Knowledge of office procedures
Knowledge of medical record terminology
Ability to operate computers
Ability to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$5.75 - 8.65	\$7.18 - 8.70	\$7.38	\$7.51
New Hires, W/ Experience	\$5.75 - 9.09	\$7.51 - 14.69	\$8.13	\$8.44
After Three Years W/ Firm	\$6.28 - 12.18	\$7.89 - 17.86	\$9.42	\$9.23

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: Almost all employers offer full-time employment in the occupation averaging 39 hours per week. Some employers offer part-time employment averaging 20 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	64%	21%	0%
Dental Insurance	64%	21%	0%
Vision Insurance	57%	21%	0%
Life Insurance	50%	14%	0%
Sick Leave	79%	7%	0%
Vacation	71%	7%	7%
Retirement Plan	57%	14%	7%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Ward Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employer Responses: 15 employers, representing 66 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Size of Employment: Unavailable

Gender: Employers responding indicate 6% of workers are male, 94% are female.

Projections:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

New jobs through 2002: N/A

Separations to 2002: N/A

Total Openings: N/A

Growth Trends:

EDD PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

General Medical & Surgical Hospitals
Local Government

Note: Industrial percentage data are unavailable for non-OES occupations.

OTHER INFORMATION:

Alternate Job Titles: Health Record Technician

Related DOT Code: Unavailable

Promotional Opportunities: May be promoted to secretary, administrative assistant, and various nursing occupations

Turnover: Among employers surveyed, the rate is 28.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

WELDERS AND CUTTERS**OES 939140**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Some indicate they require or prefer technical or vocational training prior to hire. This may take the form of welding school. Employers express a strong preference for workers with prior "hands-on" experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of previous welding experience.

Skills and Qualifications:

Able to inspect and evaluate the quality of products
 Able to read blueprints
 Able to read working drawings
 Arc & gas welding skills
 Able to use precision tools and other equipment needed to do a job
 Able to perform routine maintenance and determine when and what type of maintenance is needed
 Able to install equipment, machines, wiring, or programs to meet specifications
 Possession of mechanical aptitude
 Able to use mathematics to solve problems
 Able to work continuously for 2 or more hours
 Able to work in awkward positions
 Able to work independently
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.00	\$6.00
New Hires, W/ Experience	\$6.50 - 14.01	\$9.75
After Three Years W/ Firm	\$7.76 - 16.50	\$12.00

Hours Worked: Among employers surveyed, all Welders and Cutters work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	50%	19%	0%
Dental Insurance	31%	13%	0%
Vision Insurance	6%	13%	0%
Life Insurance	31%	19%	0%
Sick Leave	25%	0%	0%
Vacation	75%	6%	0%
Retirement Plan	25%	13%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Welders**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 16 employers, representing 71 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

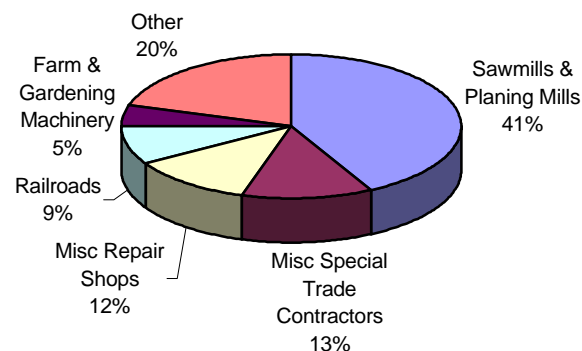
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. A few expect growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Fabricator, Millwright

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 819.361-014, 819.384-010, 819.684-010, 810.384-010

Promotional Opportunities: May be promoted to lead welder, supervisor, millwright, or manager

Turnover: Among employers surveyed, the rate is 15.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS**OES 535020**

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. A few indicate they require an associate's degree.

Experience: Most employers report they require or prefer work experience in this occupation. The average length of experience required in the occupation is 10 months. Almost all employers will accept training as a substitute for experience. The average length of training needed in lieu of experience is 14 months.

Skills and Qualifications:

Record keeping skills
Basic computer skills
Knowledge of a variety of cultures
Knowledge of alphabetic and numeric filing systems
Ability to interview others for information
Ability to work under pressure

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.83 - 9.48	\$8.48
New Hires, W/ Experience	\$7.45 - 10.47	\$8.90
After Three Years W/ Firm	\$8.25 - 12.00	\$10.10

*Wages reflect economic situation subsequent to state minimum wage change of 03/01/98

Hours Worked: All employers responding offer full-time employment in the occupation averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	13%	88%	0%
Dental Insurance	13%	88%	0%
Vision Insurance	0%	75%	0%
Life Insurance	25%	50%	13%
Sick Leave	63%	38%	0%
Vacation	88%	13%	0%
Retirement Plan	63%	38%	0%
Child Care	0%	0%	13%

*Percentage is based on 7 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Welfare Eligibility Workers & Interviewers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 7 employers, representing 142 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

Size of Employment: 70 - 90 (Small)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

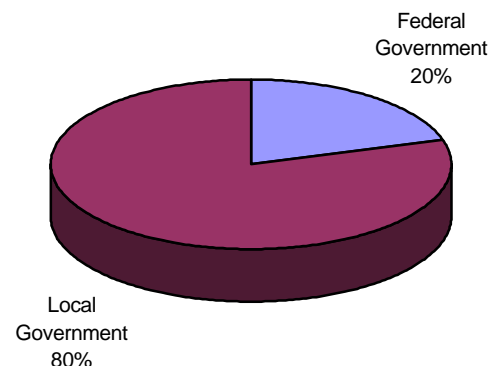
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1995 TO 2002

New jobs through 2002:	20
<u>Separations to 2002:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Benefits Assistance Counselor

Related DOT Code: 168.267-038, 195.267-010

Promotional Opportunities: May be promoted to eligibility worker II & III, supervisor, and social worker

Turnover: Among employers surveyed, the rate is 16.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers responding indicate their employees are unionized.

2000 - 2001

***NORTHERN RURAL TRAINING & EDUCATION
CONSORTIUM (NoRTEC)***

TRAINING

DIRECTORY

OVERVIEW

The *2000/2001 Northern Rural Training & Employment Consortium (NoRTEC) Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the Butte County Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is an interagency committee created by federal and state law to promote the development, distribution and use of occupational, labor market and career information. The COICC also supports training to enhance the skills of those in the career development and workforce preparation communities. Its primary responsibility is to coordinate the development of an occupational information system that will serve the needs of vocational education, employment and training programs and career guidance. Additionally, the COICC facilitates coordination and communication among and between the developers and users of occupational information.

The purpose of this directory is to provide basic information on the training programs available to residents of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the NoRTEC Consortium.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Local Training Providers

Training is provided in the Consortium for the following occupations that were surveyed in 2000. Please refer to updated course catalogs or contact providers directly for current information. Information about the training programs may be found on the following pages:

Amusement and Recreation Attendants

College of the Siskiyous
Lassen Community College

Automotive Mechanics

College of the Redwoods
Del Norte Regional Occupational Program
Lassen Community College
Lassen County Regional Occupational Program
Modoc County Regional Occupational Program
Plumas/ Sierra County Regional Occupational Program
Tehama County Regional Occupational Program

Bookkeeping, Accounting, and Auditing Clerks

College of the Redwoods
College of the Siskiyous
Feather River College
Lassen Community College
Lassen County Regional Occupational Program
Northstate Business College
Plumas/ Sierra County Regional Occupational Program
Sierra West Academy
Siskiyou County Regional Occupational Program

Cashiers

Lassen County Regional Occupational Program

Child Care Workers

College of the Redwoods
College of the Siskiyous
Feather River College
Lassen Community College
Lassen County Regional Occupational Program
Tehama County Regional Occupational Program

Computer Support Specialists

Business Connections
College of the Redwoods
College of the Siskiyous
Del Norte Regional Occupational Program
Feather River College
Lassen Community College
Lassen County Regional Occupational Program
Learning Center of Tehama County
Northstate Business College
Plumas/ Sierra County Regional Occupational Program
Sierra West Academy
Tehama County Regional Occupational Program

Dental Assistants

College of the Siskiyous
Northwest Training Institute

Food Service Managers

California Academy of Food & Service
Modoc County Regional Occupational Program
Plumas/Sierra County Regional Occupational Program
Siskiyou County Regional Occupational Program

General Office Clerks

College of the Redwoods
Feather River College
Learning Center of Tehama County
Modoc County Regional Occupational Program
Northstate Business College
Sierra West Academy
Tehama County Regional Occupational Program

Industrial Truck and Tractor Operators

Foster Elite Truck Driving School
Plumas/Sierra County Regional Occupational Program

Laborers, Landscaping and Groundskeeping

Lassen County Regional Occupational Program
Plumas/Sierra County Regional Occupational Program

Licensed Vocational Nurses

College of the Redwoods
College of the Siskiyous
Feather River College
Lassen Community College
Plumas/Sierra County Regional Occupational Program

Machinists

College of the Redwoods
Lassen Community College

Medical Assistants

Plumas/Sierra County Regional Occupational Program
Sierra West Academy

Police Patrol Officers

College of the Redwoods
College of the Siskiyous
Feather River College
Lassen Community College

Receptionists and Information Clerks

Feather River College
Learning Center of Tehama County
Modoc County Regional Occupational Program
Northstate Business College
Sierra West Academy
Tehama County Regional Occupational Program

Teachers and Instructors -- Vocational Education and Training

Lassen Community College

Truck Drivers – Heavy or Tractor Trailer

Foster Elite Truck Driving School
Plumas/Sierra County Regional Occupational Program

Welders and Cutters

College of the Redwoods
College of the Siskiyou
Lassen Community College
Plumas/Sierra County Regional Occupational Program

Training is not provided within the Consortium for these occupations that were surveyed in 2000:

Teachers -- Elementary School

Local Training Providers

Business Connections

810 Main Street, Red Bluff, CA 96080

Phone: (530) 527-6229

Fax: (530) 527-6260

E-mail: business@tehama.net

Available Services:

Job Placement Services

Open Entry/Open Exit

Occupational Objective:

Computer and Information Sciences, General

California Academy of Food & Service

500 Riverside Way, Red Bluff, CA 96080

Phone: (530) 529-2482

Fax: (530) 529-9250

E-mail: cafs@snowcrest.net

Available Services:

Career Counseling

Job Placement

Open Entry/Open Exit

Veteran Approved

Occupational Objective:

Hospitality Services Management, Other

College of the Redwoods

883 W. Washington Blvd., Crescent City, CA 95531

Phone: (707) 465-2303

Fax: (707) 464-6867

Internet Address: www.redwoods.cc.ca.us/

E-mail: crinfo@mail.redwoods.cc.ca.us

Available Services:

Career Development

Counseling

Job Placement

Veteran Approved

Occupational Objective:

Administrative Assistant/Secretarial Science, General
Accounting Technician
Auto/Automotive Mechanic/Technician
Child Development, Care and Guidance
Computer and Information Sciences, General
Criminal Justice Studies
Machinist/Machine Technologist
Nursing and Other Health Studies
Welder/Welding Technology

College of the Siskiyous

800 College Avenue, Weed, CA 96094-2899

Phone: (530) 938-4462

Fax: (530) 938-5227

Internet Address: www.siskiyous.edu/

E-mail: pio@siskiyous.edu

Available Services:

Career Development
Counseling
Distance Learning
English As Second Language Services
Financial Aid
On-Site Child Care

Occupational Objective:

Accounting Technician
Child Development, Care and Guidance
Computer Science

Criminal Justice and Corrections, Other
Practical Nurse (Licensed Practical Nurse Training)
Pre-dentistry Studies
Recreation
Welder/Welding Technologist

Del Norte Regional Occupational Program

301 W. Washington Blvd., Crescent City, CA 95531

Phone: (707) 464-0295

Fax: (707) 464-0228

Internet Address: www.delnorte.k12.ca.us/

E-mail: lfugate@delnorte.k12.ca.us

Available Services:

Career Development
Counseling
Distance Learning
Open Entry/Open Exit

Occupational Objective:

Automotive Technology
Computer and Information Sciences, General

Feather River College

570 Golden Eagle Avenue, Quincy, CA 95971-6023

Phone: (530) 283-0202

Fax: (530) 283-3757

Internet Address: www.frcc.cc.ca.us

E-mail: info@frcc.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
Financial Aid
Job Placement
On-Site Child Care
Veteran Approved

Occupational Objective:

Accounting
Child Development, Care and Guidance
Computer and Information Sciences, General
Criminal Justice Studies
General Office/Clerical and Typing Services
Nursing and Other Medical Studies

Foster Elite Truck Driving School

1450 Schwab Street Suite A, Red Bluff, CA 96080

Phone: (530) 927-3535

Fax: (530) 527-5427

E-mail: FOSTERELITE@TCO.NET

Available Services:

Counseling
English As Second Language Services
Financial Aid
Job Placement
Veteran Services

Occupational Objective:

Truck, Bus, and Other Commercial Vehicle Operator

Lassen Community College

Highway 139, Susanville, CA 96130-3000

Phone: (530) 257-6181

Fax (530) 257-8964

Internet Address: www.lassen.cc.ca.us

E-mail: lkennedy@lassen.cc.ca.us

Available Services:

Career Development

Counseling

Distance Learning

English As Second Language Services

Financial Aid

Job Placement

On-Site Child Care

Veteran Services

Occupational Objective:

Accounting

Automotive Mechanic/Technician

Child Growth, Care and Development Studies

Computer and Information Sciences, General

Criminal Justice/Law Enforcement Administration

Driver and Safety Teacher Education

Machine Technology

Nursing (Licensed Practical Nurse Training)

Parks, Recreation, Leisure and Fitness Studies, Other

Welder/Welding Technology

Lassen County Regional Occupational Program

472-013 Johnstonville Road, Susanville, CA 96130

Phone: (530) 257-7214

Fax: (530) 257-2518

Available Services:

Career Development

Counseling

Open Entry/Open Exit

Occupational Objective:

Accounting

Auto/Automotive Mechanic/Technician

Child Care and Guidance Workers and Manager, General

Computer and Information Sciences, General

General Retailing

Horticulture Services Operations and Management, General

Learning Center of Tehama County

20 Antelope Blvd., Red Bluff, CA 96080

Phone: (530) 527-0188

Fax: (530) 527-0273

E-mail: lctc@snowcrest.net

Available Services:

Counseling

Distance Learning

Financial Aid

English As Second Language Services

Open Entry/Open Exit

Occupational Objective:

Computer and Information Sciences, General
General Office/Clerical and Typing Services

Modoc County Regional Occupational Program

139 Henderson Street, Alturas, CA 96101

Phone: (530) 233-7102

Fax: (530) 233-5531

E-mail: ahopkins@hdo.net

Available Services:

Career Development
Counseling
Distance Learning
Job Placement
Open Entry/Open Exit

Occupational Objective:

Administrative Assistant/Secretarial Science, General
Auto/Automotive Mechanic/Technician
General Office/Clerical and Typing Services
Institutional Food Workers and Administrators, General
Receptionist

Northstate Business College

1132 Metzger Street, Red Bluff, CA 96080

Phone: (530) 528-1021

Fax: (530) 528-1029

Available Services:

Career Development
Distance Learning
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Accounting Technician
Computer and Information Sciences, General
General Office/Clerical and Typing Services

Northwest Training Institute

1126 Washington Street, Red Bluff, CA 96080

Phone: (530) 527-1524

Fax: (530) 527-1524

E-mail: Ninstitute@CS.com

Available Services:

Counseling
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Dental Services, Other

Plumas/Sierra County Regional Occupational Program

50 Church Street, Quincy, CA 95971

Phone: (530) 283-6500

Fax: (530) 283- 6509

Internet Address: www.pcoe.k12.ca.us

E-mail: www.jcarter@pcoe.k12.ca.us

Available Services:

Open Entry/Open Exit

Occupational Objective:

Accounting Technician

Auto/Automotive Mechanic/Technician

Computer and Information Sciences, General

Horticulture Services Operations and Management, General

Institutional Food Workers and Administrators, General

Medical Assistant

Practical Nurse (Licensed Practical Nurse Training)

Truck, Bus, and Other Commercial Vehicle Operations

Welder/Welding Technology

Sierra West Academy

645 Antelope Blvd., Suite 16, Red Bluff, CA 96080

Phone: (530) 527-7227

Fax: (530) 527-7226

Internet Address: www.sierrawestacademy.com

E-mail: infor@sierrawestacademy.com

Available Services:

Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Accounting Technician
Computer Installer and Repair
General Office/Clerical and Typing Services
Medical Assistant

Siskiyou County Regional Occupational Program

609 South Gold Street, Yreka, CA 96097

Phone: (530) 842-8432

Fax: (530) 842-8437

Internet Address: www.sisnet.ssku.k12.ca.us

E-mail: dpetit@sisnet.sskuk12.ca.us

Available Services:

Career Development
Counseling
Open Entry/Open Exit

Occupational Objective:

Accounting Technician
Administrative Assistant/Secretarial Science, General
Institutional Food Workers and Administrator, General

Tehama County Regional Occupational Program

1135 Lincoln Street, Red Bluff, CA 96080

Phone: (530) 527-5811

Fax: (530) 529-4120

Internet Address: www.tcde.tehama.k12.ca.us

E-mail: Tmoisey@TCDE.Tehama.K12.CA.US

Available Services:

Career Development

Counseling

English As Second Language Services

Job Placement

Occupational Objective:

Auto/Automotive Mechanic/Technician

Child Development, Care and Guidance

Computer and Information Sciences, General

Computer Maintenance Tech./Technician

General Office/Clerical and Typing Services